

Before I can write a letter of Recommendation for you I need:

- 1- The name and address for whom I need to send the letter
Instructions as to whether I need to sign back seal and mail
or
if you need to include with your materials as one packet.

2. A vita or resume telling me
 - what classes you had with me and when and what grade you made.
 - your activities, clubs, offices, etc.
 - copy of your transcript showing gpa
 - your memberships
 - your honors (Sigma Pi Sigma, Alpha Chi, etc)
 - any past research you did
 - your phone # if I need to call you

3. Leave this info with me - I usually can get them done in 2 days-
but don't count on it--especially on Thursdays when I'm busy all day!