# Recommendation Request Form

I want to be able to write the strongest, most informed letter of recommendation possible. I, therefore, need students seeking letters of all kinds (including letters for graduate school, study abroad programs, residence life, jobs, internships, honor societies, etc.) to prepare this form describing what you’re applying for as well as your background, grades, etc.

Once you have completed this form, send the form to me via email with any attachments. Please send it in a single email rather than in bits and pieces. I need all the information at least 2 weeks before the due date (if you have multiple due dates, 2 weeks before the first one).

* FOR ALL LETTERS: Sign and Date the Recommendation Request Form (this page, Section #1), and complete the remaining sections below: Sections 2 (Relevant Course Work), 3 (What Are You Applying For), (Our Involvement/Interactions Summary), and 5 (Your Strengths and Weaknesses).

IN ADDITION, FOR GRADUATE SCHOOL, JOB or INTERNSHIP ONLY:

* If you have a résumé or CV provide a copy
* Current transcript (unofficial copy is fine).

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**1. Give Permission**

I request that Professor Marie Helweg-Larsen provide recommendations for me. I consent to the release of any and all information about me in Professor Helweg-Larsen’s possession. I give my permission for Professor Helweg-Larsen to provide a candid recommendation based on her overall knowledge of me from formal and informal observations, formal and informal records, personal and second-hand knowledge, and all other sources. I give Professor Helweg-Larsen permission to provide a recommendation for me to any and all sources that may request it until such a time as I notify Professor Helweg-Larsen in writing that this permission has been revoked.

**Signature: Date:**

 [sign electronically by typing your name]

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**2. List Relevant Course Work**

| **Psychology Courses Taken/In Progress** | **Semester** | **Grade Earned** | **Instructor** |
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| **Non-PSYC but Relevant Coursework** | **Semester** |  **Grade Earned** | **Instructor** |
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## Psychology GPA: \_\_\_\_\_\_\_\_\_\_\_\_ Overall GPA: \_\_\_\_\_\_\_\_\_\_\_\_

**Expected (or actual) Graduation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3. What Are You Applying For?**

* + If you are applying for graduate school, let me know for each program: the university (e.g., Texas A&M), the program area (e.g., Social Psychology), the degree (e.g., PhD), the research area or area of focus (political psych), and the letter due date (e.g., Dec 1). Also attach your letter of intent/application (a draft is fine).
	+ If you are applying for a job or internship, give me the job description(s) (or link), why you’re applying, etc.
	+ If you are applying for study abroad, copy/paste your intention paragraphs (from the application) or something similar.

**4. Our Involvement/Interactions Summary**

Please indicate the various ways in which we have worked together – be as specific as possible. For instance, if you worked as a **research assistant**, you might list specific research tasks and projects we worked on, and list conference presentations/manuscripts that resulted from this work. If you worked as a **teaching assistant**, describe the tasks that you were involved with – e.g., grading exams, reviewing research proposals, and so forth. If you were a **student** in my class(es), describe the project that you did in class, course topics you especially enjoyed, etc. If relevant, you can include your best work (like a major paper) you have written in my class or other information that will help me write a detailed letter.

5. **Your Strengths and Weaknesses**

Please let me know what you consider your strengths and weaknesses as a student or in your ability to be successful in the program/position you are applying for. Please be honest with this.