# Request a letter of recommendation from Prof. Jean Fan

Instructions: Please address the following questions to help Prof. Fan write you the best possible letter of recommendation. Upon completion, email the filled-out request to Prof. Fan with the subject line “Letter of Recommendation Request: [your name]”. Note, Prof. Fan reserves the right to decline requests if she does not feel like she is the best person to write you a recommendation letter. She will let you know as soon as possible if she accepts your request or encourage you to seek out other recommenders. Please note that requests for letters of recommendation must be made 3 weeks in advance of the letter’s due date in order to ensure sufficient time for Prof. Fan to write you an excellent letter. It is your responsibility to follow up and send the appropriate reminder emails to ensure that your recommendation letter is submitted.

**When is this letter due?**

*Ex. August 1st by 10am EST.*

**Who should this letter be addressed to?**

*Ex. members of the review panel*

**What is this letter for?**

*Ex. to recommend Kate for the National Science Foundation GRFP*

**How do we know each other? Write as if you are Prof. Fan.**

*Ex. I first met Kate when she was a student in my class. [add additional details]*

**What are your technical qualifications? Provide a few specific examples demonstrating these technical qualifications. Write as if you are Prof. Fan.**

*Ex. Kate is a skilled programmer. She received an A in my class. [add additional details]*

**What are your character qualifications? Provide a few specific examples demonstrating these character qualifications. Write as if you are Prof. Fan.**

*Ex. Kate is persistent and hard working. Even though she initially struggled in my class, failing the first quiz, she studied, came to office hours, and eventually got an A on the final exam. [add additional details]*

**Why should you get this award/job/whatever you’re applying for?**

*Ex. The NSF GRFP will allow Kate to continue expanding her skills in computer science by supporting her PhD.*

**Additional notes:***Ex. Recommendation letters must be submitted through the NIH ERA commons portal. [additional instructions]*