

Instructions for Requesting Recommendation Letters from Dr. Tuncel

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Last Updated – June 2025

If you are or have been one of my undergraduate or graduate students, I am always glad to write a letter of recommendation for you.¹

Step 1: Ask me! Before putting me down as a reference or signing me up to write a letter, please be sure to send me an email or stop by my office hours and confirm that I feel like I know your skills and strengths well enough to serve as a useful reference for you. In an ideal world, I'd like you to do this **at least three weeks before your deadline.**

Step 2: Give me the info. Complete an entry using my google form links (below) for EACH opportunity you want me to help with. So, if you are asking me to write letters for five different internships, you'll need to complete this form five times OR once for a single letter that can be used for any internship. If I am writing a letter of recommendation for you, please complete this form at least two weeks before your deadline. If you need me to serve as a reference, please complete this form by the time you submit your application.

Step 3: Remind me. One week before your letter of recommendation is due, please email me and remind me of the upcoming deadline. I am never bothered by extra reminders!

I understand from personal experience how challenging it can be to obtain letters of recommendation, especially as a first-generation student. Writing these letters is part of my job, and I am more than happy to help my

¹Hat Tip: I used [Dr. Kelly Hogan's Instructions for Requesting Letters of Recommendation](#) and [Allison P. Anoll's](#) suggested process to create this.

students advance their careers. I want to make sure that I write these letters in a top-quality way and minimize the chance of errors on your part or mine while maximizing a successful outcome for both of us. Please follow these instructions carefully if you would like me to write a letter for you.

Stay in touch and let me know about your achievements! I love hearing from former students even years later; it's one of the greatest rewards of teaching. Don't forget about me when you achieve great success!

Specific Instructions

Please make a copy of this document, fill in the requested information, and send it back to me as a single file via email.

1. Your full name:
2. First name you prefer to go by:
3. Pronouns you use to describe yourself:
4. Indicate the profession/position/program you are applying for:
5. What is the due date for this letter?
6. Include a picture of yourself. I teach 600 students per year, and a picture helps me ensure I have the correct person.
7. What is your major(s) and minor(s)?
8. Are you a first-generation college student (first in your family to attend college in the U.S.)?
9. Are you from a rural area or an under-resourced area? If so, where? What challenges did this pose for you, if any?
10. What courses did you take with me and in which semester? What were your grades? Copy and paste your unofficial grades, preferably showing what you took each term. This helps me understand your academic context and speak about challenging semesters.
11. Provide a paragraph detailing specific aspects of your association with me that you would like me to highlight in the letter. Describe situations where I observed the traits/attributes you expect me to mention. (Examples: We had an insightful discussion during office hours about your critical thinking skills in independent research, you demonstrated fundamental caring for others during a mission trip abroad which

we discussed at length, or we worked together on a committee where you showcased your collaborative spirit and attention to detail and deadlines). If you can't recall interactions where you demonstrated these attributes, it will be challenging for me to include them in the letter.

12. What was the most meaningful, non-academic experience you had that taught you about the diversity of ideas/people different from you?
13. Core Competencies: Choose at least one from each of the three competency areas below (A-C) and describe experiences and evidence that demonstrate your competency.

A. Interpersonal Competencies

- **Service Orientation:** Shows a desire to assist others and is sensitive to their needs and feelings; aims to alleviate others' distress; acknowledges and acts on responsibilities to society, both locally and globally.
- **Social Skills:** Is aware of others' needs, goals, and feelings, and understands how social and behavioral cues affect interactions and behaviors; adapts behavior accordingly and treats others with respect.
- **Cultural Competence:** Understands socio-cultural factors that influence interactions and behaviors; appreciates and respects various dimensions of diversity; acts on the responsibility to inform one's own judgment; engages with diverse and competing perspectives as a learning resource; recognizes and addresses bias in themselves and others; interacts effectively with people from diverse backgrounds.
- **Teamwork:** Collaborates with others to achieve shared goals; shares information and knowledge and provides feedback; prioritizes team goals over individual goals.
- **Oral Communication:** Conveys information effectively through spoken words and sentences; listens attentively; identifies and adjusts for potential communication barriers or clarifies information as necessary.

B. Intrapersonal Competencies

- **Ethical Responsibility to Self and Others:** Acts honestly and ethically; maintains personal and academic integrity; adheres to ethical principles and follows rules and procedures; resists peer pressure to engage in unethical behavior and encourages others to act honestly and ethically; develops and practices ethical and moral reasoning.
- **Reliability and Dependability:** Consistently meets obligations in a timely and satisfactory manner; takes responsibility for personal actions and performance.

- **Resilience and Adaptability:** Tolerates stressful or changing environments or situations and adapts effectively; remains persistent even in difficult situations; recovers from setbacks.
- **Capacity for Improvement:** Sets goals for continuous improvement and learning new concepts and skills; engages in reflective practice for improvement; seeks and responds appropriately to feedback.

C. Thinking and Reasoning Competencies

- **Critical Thinking:** Uses logic and reasoning to identify the strengths and weaknesses of different solutions, conclusions, or approaches to problems.
- **Quantitative Reasoning:** Utilizes quantitative reasoning and appropriate mathematics to describe or explain phenomena in the natural world.
- **Scientific Inquiry:** Applies knowledge of the scientific process to integrate and synthesize information, solve problems, and formulate research questions and hypotheses; is proficient in the language of the sciences and uses it to participate in scientific discourse and explain how scientific knowledge is discovered and validated.
- **Written Communication:** Conveys information effectively through written words and sentences.

14. What should I emphasize for you, considering that other letter writers may focus on different areas? This is also a good time to let me know if you want me to mention any hardships or personal attributes that give context to your application. (For example, if a family issue affected your studies or if you had to work harder due to your background, etc.)

15. Please summarize where I will be sending or uploading my letter. Since I write many letters, I prefer to upload to as few links as possible. If you think you might need this letter sent to multiple places or in the future, you should use a service such as [Interfolio](#). If you need to input information about me into a portal, here is my information:

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Title: Lecturer and Data Services Specialist

Georgia State University

University Library Atlanta Campus

2nd Floor, Library South Atlanta, GA, 30303

Note: Be sure to sign the line indicating that you **WAIVE** your right to access the letter. If you do not waive this right, the authenticity of the letter may be questioned. Confidential letters and forms carry more credibility.