**Template for Letter of Recommendation information**

**Instructions:** This document is intended as a template for a letter of recommendation. It consolidates the information in your transcript in a way that reviewers are likely to find useful. This sample is intended to be broad and to cover as many details as possible. It breaks down the course information by field. It includes graduate work as well as undergraduate work. It does not, however, include coursework in computer science. If you have completed coursework in computer science feel free to draft a similar paragraph and attach it as the end. It also includes a section that discusses your BA paper. Please send this document back no later than three weeks before your first deadline.

**Please forward all links for application submission to Julie Wong (**[**juliew@uchicago.edu**](mailto:juliew@uchicago.edu)**) and do NOT copy me in. Julie and I talk everyday and she will submit all the information on my behalf.**

If any part of this template does **NOT** apply to you please delete it and write in bold letters. “This section does not apply to me.”

Please be thorough and clear. This information will help me to write a strong letter on your behalf.

Good luck with the admission process!

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**Part I: General Information**

1. Please list all classes (quarter, academic year, and grade) that you took from me.

2. Please state who else is writing letters on your behalf and what aspect of your background they will they emphasize.

**Part II: BA Paper**

Please place a brief description of your topic, methods, and main conclusions. 10-12 well-crafted sentences should suffice. Please also tell me who advised your paper.

**Part III: Academic History**

Please fill in the template below with you information. Please make sure to edit all relevant information. Include all information and delete all the irrelevant information. When you are done, the draft you submit should be well-written and understandable. **If you change course information (for example, you completed an elective that is not detailed below) please make sure that you follow the same formatting as the one I use below.**

Please replace Xxxxxxxx with your name and edit as appropriate. Please replace yyyyy with the grade you earned in the class listed immediately prior to the parenthesis.

Xxxxxxxx has prepared himself conscientiously for graduate school. He has completed substantive work in economics, mathematics and statistics. The core of the undergraduate major consists of a sequence of four classes: Elements of Economic Analysis I through Elements of Economic Analysis IV. The first two classes in this sequence are classes in intermediate microeconomics and the remaining two classes are classes in intermediate macroeconomics. Xxxxxxxx earned very strong grades in these classes (yyyyy, yyyyy, yyyyy, yyyyy). His grades place him in the top 5% of our undergraduate students. Xxxxxxxx also completed “Econ 20900: Honors Econometrics” during his freshman year (yyyyy). Our students usually complete Honors Econometrics during their third year. The undergraduate elective classes Xxxxxxxx completed include “Econ 21200: Time Series Econometrics”, “Econ 23110: Monetary Policy”, “Econ 28000: Introduction to Industrial Organization”, “Econ 21400: Static and Dynamic Optimization”, “Econ 25100: Financial Economics: Speculative Markets, and “Econ 20710: Game Theory: A Formal Approach. Xxxxxxxx earned A’s in all of his electives except in his game theory, in which he earned an A-. “Econ 20700: Game Theory: A Formal Approach” and “Econ 21400: Applied Static and Dynamic Optimization” are intended for our advanced undergraduates and typically attract some of our very best students. Xxxxxxxx completed these two classes during his second year and earned yyyyy in both of them. Moreover, Xxxxxxxx’s elective classes reflect his interest in the intersection of macroeconomics and finance quite clearly.

Xxxxxxxx essentially completed the requirements of the undergraduate economics major by the end of his second year. Xxxxxxxx continued his training in macroeconomics by enrolling in graduate economics classes during his third and fourth year. Xxxxxxxx was the only undergraduate student enrolling in “Econ 33000: Theory of Income I” and “Econ 33100: Theory of Income II”, the core graduate macroeconomic classes taught by Fernando Alvarez and Nancy Stokey, respectively. Xxxxxxxx earned yyyyy in both of them, with a perfect score on Nancy Stokey’s final exam! Xxxxxxxx completed his year of graduate macro training by sitting in Thomas Chaney’s second-year Ph.D. seminar, “Econ 35700: Firms and International Trade”. This is an advanced class intended for students who will pursue international economics as their research field so Xxxxxxxx took it for a pass-fail and earned a passing grade. Furthermore, Xxxxxxxx is one of two undergraduates currently enrolled in “Econ 41800: Numerical Method in Economics”, Ken Judd’s second-year Ph.D. computational economics class.

In addition to this rigorous course of study in economics, Xxxxxxxx has acquired strong training in mathematics. Xxxxxxxx placed out of calculus and was invited to enroll in honors analysis during his first year. Xxxxxxxx, however, decided to enroll in the experimental inquiry-based sequence in real analysis. The IBL sequence consists of three classes “Math 20300: Analysis in RN”, “Math 20400: Analysis in RN”, “Math 20500: Analysis in RN”. The IBL calculus sequence is unique because students teach the classes themselves. It is important to point out that all sections of real analysis carry the same course number. The section number distinguishes the IBL sections and this information is not readily available in the transcript. In the IBL section, students present proofs of fundamental results. The professor and the student’s classmates critique and discuss the proof. Xxxxxxxx earned very strong marks (yyyyy, yyyyy, yyyyy) in a sequence of classes, which attracts the best undergraduate students in the math department classes (along with honors analysis). Xxxxxxxx completed the core mathematics requirements by taking Basic Algebra I and II (yyyyy, yyyyy) and Basic Complex Variables (yyyyy), respectively. He has also completed advanced work in Basic Numerical Analysis (A) and Basic Theory of Ordinary Differential Equations (yyyyy).

In addition to his training in pure mathematics, Xxxxxxxx completed advanced training in statistics. Xxxxxxxx began his training in core statistics classes, “Stat 24400: Statistical Theory and Method I” (yyyyy) and “Stat 24400: Statistical Theory and Method II” (yyyyy), during his freshman year. It is important to emphasize that the fall quarter sequence that Xxxxxxxx followed is mostly aimed at the incoming group of masters’ students and is generally recognized to be the more difficult of the two sequences. I believe that this explains Xxxxxxxx’s grades. Xxxxxxxx followed up the core sequence by completing “Stat 25100: Introduction to Mathematical Probability” (yyyyy), an advanced class in probability theory. During his third year, Xxxxxxxx completed “Stat 34700: Generalized Linear Models” (yyyyy), a first year Ph.D. empirical statistics class. Currently, Xxxxxxxx is the only undergraduate student (out of 12 total students) enrolled in “Stat 38100: Measure-Theoretic Probability”, a second-year Ph.D. elective.

**Part IV: Other Information**

Please write, in the third person, any information that is important to include in your letter. This includes research experience, work experience, and anything else you think is important that the letter address.

Also, in an Excel spreadsheet, please make a listing of all schools/institutions (column 1) that will need your letter. Please list them in order by submission deadline (column 2). Indicate if there are any special instructions (e.g. if the letter needs to be emailed/mailed directly and to whom it needs to be addressed) in column 3. Please email this spreadsheet and a copy of your academic history to [juliew@uchicago.edu](mailto:juliew@uchicago.edu).

In case you need this information for the recommendation letter requests:

Victor Lima

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Senior Lecturer

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[juliew@uchicago.edu](mailto:juliew@uchicago.edu) (The school will send a letter request to Victor at this email, and Julie Wong will submit the letter.)