**Requesting letters of recommendation**

I frequently get requests for letters of recommendation, and I’m generally happy to comply. However, if I taught you for one class two years ago, it is unlikely that I can provide useful information to a recruiter or admissions committee member.

In order for me to write, I will need at least **two** weeks’ notice before the first deadline. In addition to that document, please also include the below documents and information, which will help me write a convincing letter.

* A list of all (or as many as you currently know) positions to which you are applying along with deadlines and information as to how the letter gets there. (Do I email someone or does some system ask me to upload things in an automated fashion?)
* A recent CV or résumé.
* A personal statement or cover letter (likely the one you’re sending in one of the applications)
* Answers to as many of the following questions as possible:
  1. For what class(es) have I been the instructor (course # and year), and how did you distinguish yourself in my class(es)? Any particular experiences you remember that I should be aware of that make you look good?
  2. Please choose four adjectives that you think describe you well and provide a brief self-recommendation (2–3 sentences).
  3. What are some of your academic accomplishments?
  4. What are some of your nonacademic accomplishments?
  5. What makes me particularly qualified to write a letter for you?
  6. What makes you particularly qualified for these positions?
  7. What are your long-term goals?
  8. If you are a Ph.D. student, give me a brief synopsis of your thesis work (the abstract is fine). What have you accomplished since you proposed? What is the motivation for your work? Where do you see this work going? Any target applications?

Given enough lead time, I’m happy to help you create or edit some of these materials. Even if time is short, I’ll do my best, but I strongly recommend taking advantage of [university resources](https://sice.indiana.edu/career-services/services.html).