

INFORMATION SHEET FOR LETTER OF RECOMMENDATION  
FROM WOMEN'S STUDIES FACULTY MEMBER

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

**Please fill in the blanks or attach a separate answer sheet**

Type of Recommendation \_\_\_\_\_

(Law School, Graduate School, Job, etc)

To whom and where does the recommendation get sent? \_\_\_\_\_

\_\_\_\_\_

When is it due? \_\_\_\_\_

Is there any additional form? \_\_\_\_\_ . If so, have you attached it to this questionnaire?

Have you attached your resume and any personal statements that  
will help in the writing of the recommendation? \_\_\_\_\_

**A. Plans**

1. For what do you wish to be recommended?

2. How does this fit your long-range plans?

3. Why are you applying for this?

**B. College Experiences**

1. What Women's Studies courses did you take? Which ones did you take with the  
faculty member you are asking to write the recommendation?

2. If you wrote long papers for these courses, please describe the paper briefly or attach  
copies.

### C. Personal

1. Are there work experiences you had that are relevant to this recommendation?
2. What Strengths do you think you demonstrated in your classes with the faculty member you are asking to write this recommendation?
3. What other information do you think is needed to write a strong recommendation?  
Attach any additional information you feel will help us write you the best letter possible.