

WHAT TO DO IF YOU WANT ME TO WRITE YOU A RECOMMENDATION.

First, request a letter at least three weeks before the deadline.

Then make a Dropbox folder that contains all relevant documentation. (If you don't have Dropbox, you should get it: <http://db.tt/rzRNQfNU>) Put all files in a *single folder*, and share that folder with me.

More on the folder. Title the folder <your name>_Recommendations. Include:

1. A spreadsheet entitled <your name>_Recommendations for <goal position, e.g., "Summer '11 REU">. In this spreadsheet you should list, *for each application*:
 - program name (if there is a web site for the program, this should link to it)
 - submission deadline (the spreadsheet should be sorted by earliest deadline)
 - submission process (such as: email, web site — give url, program will contact me, or snail mail — you will give me/have given envelope)
 - a column for type of program, if they are not all the same
 - an extra column for me to check off when I've submitted
2. A current resume
3. A current transcript
4. A representative statement or essay
5. Any additional materials that would help me in writing, for example:
 - personal or research statements required for the application
 - other materials you're submitting with the application
 - copies of papers that the I graded *with my comments*
 - a list of classes you've taken with me
 - a list of other forums in which I saw your work, if any
 - reminders of particular fruitful interactions that we have had (such as discussions or comments in or out of class), to jog my memory

Once you have the initial Dropbox folder and spreadsheet set up, *share the folder with me*.

Then, please *email me when you are done with your materials* so that I can write your letter (this should be at least 3 weeks prior to the earliest deadline).

I will not start writing until I have this email.

If you add any applications after you have sent this email, you should update the spreadsheet and *email me again*.

I will aim to submit letters a week ahead of the deadline.

Email me a reminder if I have not checked off the letter a few days before the deadline.