

Reference Letter Request Form: Dr. Karen Lee, English Department

Dear students: I usually write references for people who've performed well in my classes and/or excelled at completing projects under my direction. Positive interactions and superb performance are the key. If you feel I'd be a suitable reference for you: (1) please ask me at least **four ~ 4~ weeks** in advance of the deadline; (2) please fill out this form (electronic or print) & attach relevant documents; (3) please e-mail or place completed materials in my department box.

Your name:

Student ID#:

Campus Box:

E-mail:

Major:

GPA:

Preferred Phone#:

Today's Date (Mo/Day/Yr):

Reference Letter Deadline (Mo / Day / Yr):

Do wish you to *waive* or *retain* your access to the letter? Waive Retain

Note: To learn more about the pros/cons of waiving or retaining, refer to this helpful site from Cornell University: <http://www.career.cornell.edu/HealthCareers/HCEC/letters/waivingAccess.html>

1. Please describe your goals:

2. Specific courses you've taken that you'd like me to mention in your letter:

3. Academic, professional, and extracurricular experiences:

4. Other specific information you'd like me to highlight in your letter:

Please list addresses and deadlines for each letter request. Use additional pages if necessary.

Appropriate Salutation (To the Admissions Committee, Dear Prof. Urquhart, To Sir or Madam, etc.):

Name of University, Institution, or Employer:

Address:

Please check one of the following:

University or employer will contact professor by e-mail about submitting an on-line reference.

Professor should mail a paper copy of the letter to the above address.

Professor should use the attached ref. form & mail a paper copy to the above address.

Other: (please describe briefly)



Every good and perfect gift is from above, coming down from the Father of the heavenly lights, who does not change like shifting shadows. (NIV, James 1.17)

