

Information for Students Requesting Letters of Recommendation

Obtaining a letter of recommendation is likely to be a necessary part of your career advancement and you should not view it as an imposition on your professors or mentors. However, you should choose your referees wisely, preferably mentors who know you well, such as a professor with whom you have taken at least one advanced seminar or your outside internship supervisor. The referee should be someone who is willing to write you a good letter; you probably know whether this is the case but it is a good idea to double-check. You should also do everything possible to ease the burden on the letter writer, such as filling out their names on your application forms.

If you want reference letters in support of your applications to graduate school or law school or scholarships *from me*, please consider whether I am the most appropriate professor, that is someone who is likely to write you a strong recommendation.

Also, please note my requirements:

1. I will only write letters in support of graduate school applications and post-graduate scholarships for undergraduates who have taken at least one 300 level course with me and excelled in it or who have taken the directed research course. For undergraduates who seek internships or undergraduate scholarships I will consider students who have excelled in at least one 200 level course. Bear in mind that if it is a prestigious undergraduate scholarship, you will likely need to have already demonstrated a capacity to do the work required in a 300 level course to have a chance for success.
2. Students who meet the first requirement should ask me about a reference letter **at least 2-3 weeks before the deadline**. If these are not electronic recommendations I ask that you give me the forms with your part completed, mailing labels to attach to Hunter envelopes (which I will supply), and stamps for the correct postage. If you have the option to use an electronic form this is the most desirable and efficient method.

To enable me to write the best possible letter for you, please supply the following in or attached to a single email with the subject line noting your name and reference letter:

- A list of all courses (noting the semester dates) you took with me and grades received
- A brief description of the papers you wrote for these courses (in some cases I will ask for a copy of those papers; for major papers I keep my own notes)
- An unofficial copy of your Hunter transcript and your major GPA
- Updated CV or résumé
- A brief statement of your career objectives and why you want to go to this school or win the scholarship. One or two paragraphs will suffice. I do not need to read your application statement.
- Additional pertinent information which you think I should know before I write the letter or which you think I should cover in the recommendation.
- If you are applying for a major national scholarship (e.g., the Rhodes, Marshall or Truman), you should prepare the preliminary drafts of your application with the support of the college staff in the Office of Prestigious Scholarships. However, initial consultation about the statement and the final draft should be reviewed by a professor in your field. If you think I am an appropriate adviser, please consult me and allow a reasonable time for me to read and comment on the essay and for you to make revisions.