

Request for Letter of Recommendation from EGE faculty

Instructions: Fill out one form for each letter, *or* you may use a single form for multiple letters if you clearly organize the information. Then, email this form to the faculty member along with any other pertinent documents that you think will help us write the best letter possible, such as your résumé (CV), entrance essay, a sample of your school work, etc.

Your full name:

Due date for letter to be submitted:

University or organization/company:

Will we receive an email with a link to submit the letter? Y/N

If 'no', what is the email address to which this letter should be sent?

Name of person to whom letter should be addressed. If you are applying for graduate school, the letter itself should usually be *addressed* to the professor who is directing the program or the chair of the department, even if you are told to send files to an administrative assistant for organizational purposes. Sometimes you will need to go online and figure out who is who.

Mailing address. Even though all letters are submitted electronically instead of mailed, a formal business letter will still have the recipient's location on the top.

Degree program (M.S. or Ph.D.) or position title you are applying for:

***If applying to graduate school:* The correct department name** (e.g. Earth and Environmental Sciences; Geography, Environment & Society; Ecology & Evolutionary Biology, etc.):

Anything particular you would like us to emphasize. For instance, does the school request that letters address certain subjects? Or, do you want us to focus on something specific like a research project or your communication skills?

Reasons you are interested in this graduate school program or job:

If you want to, you can email us a copy of your application essay or personal statement.

OPTIONAL

In this section, you may describe additional information that will help us write a better letter.

Describe a specific situation in which you demonstrated your

excellent knowledge or skills relevant to this application:

ability to work independently:

ability to work on a team:

motivation:

honesty and integrity: