

Instructions on Requesting a Letter of Recommendation

I am happy to write letters of recommendation for any student who has taken a course with me, and especially my advisees, both academic advising in general and for senior theses. There have been a few other students who I've known well enough to write about, but those have been rare. If in doubt, just ask!

Please provide me with the following information:

1. a document clearly listing all schools/jobs/programs to which you are applying, numbered in order of your preference, including for each:
 - a. **name and address** of letter recipient
 - b. what you like about **the program/organization**
 - c. **deadline** for receipt of the letter
 - d. **directions** about mailing the letter – is it to be sent directly, or returned to you to be included with other application materials
 - e. notation of whether **forms** are provided and/or letters on letterhead are requested
2. any forms provided by the institutions, or notice that forms will be coming and are to be submitted online
3. a note reminding me of exactly what course(s) you took with me, including block(s) and year(s); this is especially important if you graduated some time ago
4. a copy of your most recent resume or c.v.

Three other important requests:

1. Please indicate on any forms that you will waive access to the letter I write. Otherwise, recipients of the letter will wonder whether I am telling the truth about you. They may be suspicious of letters you feel you must see, so I strongly urge against this. If you insist on selecting the non-waiver option, I may have to say no.
2. At least one week's notice is helpful, a month is best. I know students sometimes discover a great opportunity at a late date and want letters VERY quickly, and I will try to accommodate all requests, but if you give me less than a week notice, I may have to say no.
3. Finally, if you are here at CC, it is best if we can meet in person so we can talk briefly about your plans. The more I know, the better the letter will be –more specific about you personally as well as about your desires regarding the various institutions to which you are applying. I know this is hard or impossible for graduates living at a distance or students studying abroad, but otherwise, please try to stop by.

Once I receive your request, I will let you know right away whether or not I can write the letter(s), and once written, I will e-mail you to let you know that the letters are in the mail, and/or are ready to be picked up.

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