

## Letter of Recommendation Guidelines

Professor Sophia Mao

Thank you for your request for a letter of recommendation. Because I receive so many requests each year, please only request a recommendation if you have:

1. Completed a course with me and received an A.
2. Requested a letter at least **one month** in advance of the deadline.

**If your request falls outside of these guidelines, I cannot guarantee a strong letter** and I suggest finding other letter writers. Please also note that fulfilling these requirements does not always mean I will automatically be able to write you a letter – make sure to plan accordingly by having backup letter writers in mind.

When requesting a letter of recommendation, please include the following information in your e-mail:

1. The submission deadline and links where the letter should be uploaded.
2. An e-mail reminder one week before the submission deadline.
3. A 100-250-word summary of the writing assignments you completed for my class that includes the topic(s) and argumentative claims(s).
4. A current resume/CV.
5. A complete or draft version of your application materials.

**Note:** If your request is not for a letter but just to serve as a quick reference (over phone or via e-mail), **please send me your current resume/CV** and let me know:

1. The nature of the opportunity (internship, fellowship, etc.)
2. Time window in which I might be contacted (within two weeks, a month)?
3. The **class assignments** and **skills** you would like me to emphasize from your CV (for example, not every employer will want a run-down of your research paper).