Letters of Recommendation
from Dr. Darrel Smith, Chair

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Students often ask me for letters of recommendation, and I constantly find myself repeating a list of instructions to assist them in their request. I believe it will be to your advantage if you follow the procedure outlined below so I can process your request in a timely manner.

Today's date _____ _____ _____
month day year

1. Student's Name: _____
(please print)

I've completed _____ credit hours and my GPA is _____

2. **Institution/Company/Organization** _____
to whom you're applying

3. **Person's name (if any)?**
_____

4. **Address** _____

required if you're expecting me to send a paper letter. _____

_____

5. What is the deadline? _____ _____ _____
month day year

6. Resumé attached? Yes No

7. Dr. Smith: I would like you to write a letter of recommendation on university letterhead for me and: (Circle A or C)

   A. Put it in a university envelope sealed with your signature on the seal.
   Please send it to the address above.

   B. Put it in a university envelope sealed with your signature on the seal.
   Return it to me so I may send it. **(This is not an option)**

   C. Respond to an electronic (email) request from the institute or organization to which I am applying.

   D. Just hand me the letter on university letterhead. **(This is not an option)**

8. My contact information _____ _____
phone email