

## Instructions for Requesting Letters of Recommendation from Dr. Suter

I write many letters for many types of positions for people I have known in various ways. In order for me to provide the highest quality letter and to minimize the chance of errors, please fill out the following worksheet and get it back to me at least a month before your letters are due.

1. Your full name:
2. First name you prefer to go by:
3. Pronouns you use to describe yourself:
4. Tell me what profession/position/program you are applying for:
5. What is the due date for this letter?
6. What is your major(s) and minor(s)?
7. Are you a first-generation college student or from an underrepresented group in your discipline? Are you comfortable with me mentioning this in your letter?
8. What courses did you take with me and what semester? What were your grades?
9. Give me a paragraph telling me what specific aspects that you would like me to elaborate on in the letter.
10. Describe any particular core competencies that you would like me to elaborate on. Here are some examples of core competencies:
  - A. Interpersonal Skills
    - Service
    - Social Skills
    - Cultural Competence
    - Teamwork
    - Oral Communication
  - B. Intrapersonal Competencies
    - Ethical Responsibility
    - Reliability and Dependability
    - Resilience and Adaptability
    - Capacity for Improvement
  - C. Thinking and Reasoning Competencies
    - Critical Thinking
    - Quantitative Reasoning

- Scientific Inquiry
- Written Communication

11. Please share with me the other materials that were included in your application (personal statement, resume, etc. Rough drafts are OK).

12. Please list here where I will be sending or uploading the letter. Give me an email address, website address, or let me know an email is coming my way.

After you submit this form to me:

- If you have not heard from me and the due date is approaching, please do not hesitate to send me a reminder one week before it is due.
- Let me know how to get in contact with you if you are graduating.
- Keep in touch and let me know about your success!