

Dr. Newland's Recommendation Request Guidelines

1. In general, I prefer to write letters only for students who have received at least a B+ in my class. If you received a grade lower than a B+, please write me a short note explaining why you would like me to write a recommendation letter for you.
2. **At least three weeks before the letter is due**, please send me the following materials:
 - a. An unofficial copy of your transcript (a screen shot is fine)
 - b. A copy of your résumé if you have one
 - c. A description of the program to which you are applying
 - d. A draft of your application essay. If you don't have a draft ready, please send me a short description of the program, your reasons for applying, and the qualities that make you a strong candidate.
 - e. A brief description of the positive qualities that you think you demonstrated in my class and that you would like me to highlight in my letter. Please provide supporting examples—the more concrete, the better.
 - f. Submission instructions (for online submission) or a self-addressed, stamped envelope (for paper submission)
 - g. A signed confidentiality form (if one is provided for paper submission)
 - h. A clear description of the **deadline**. This should include not just the date that the letter is due, but also the time of day (if applicable). For paper applications, please indicate whether the deadline is the date by which the letter must be **postmarked** or **received**.
3. Let me know how things turn out! I put time into recommendation letters, and I care about the outcome.