**Requests for Letters of Recommendation**

If you need a recommendation, but not a literal letter (sometimes these are really easy forms that you want me to fill out on your behalf), I need you to complete step 2 below but not step 1.

If you would like me (Dr. Hiatt) to write you a letter of recommendation, I need you to do two things:

1. **Write a letter of recommendation pretending you are me and I am recommending you. (Example LOR you can fill in is located on page 2)** You need to think about who I am addressing it to (ex. Dear REU selection committee) and what you want me to comment on (work ethic, lab skills, punctuality, participation, critical thinking skills, etc). I will edit the document you send me, so make it good. I will upsell you or down sell you as needed before sending the final draft to your school or company. If you have good stories or examples you want me to discuss, include these. The more specific you can be, the better! (ex. Don't say: He/she was a good student. Do say: In a class of 22 Quant students, he constantly made the best grade in the class. He was a class leader and exhibited this by... I met with the student once a week to discuss... etc)

2. **Answer the rest of the questions in this document and electronically sign the waiver.**

It typically takes me 30-60 minutes to write a good letter of recommendation. By asking me for a letter of reference, you are asking me to INVEST this time IN YOU. I am asking you to put in similar effort. I am typically happy to do so as long as I know you well enough to write you a good letter. Please invest your time into thinking about how and why you have chosen me to write this letter for you, before submitting the documents electronically to me, at least two weeks prior to the date your program or company needs the letter.

*Thank you for taking the time to read this in its entirety!*

When finished, email this to me at hiattl@apsu with the subject line: LOR for [your name]

Version: April 8, 2016

Fill in the below letter of recommendation (highlighted regions) pretending you are me and I am recommending you.

Leslie A. Hiatt, Ph.D.

Associate Professor

Department of Chemistry

Austin Peay State University

Clarksville, TN 37044

[Due date]

Dear [fill in],

I am writing this letter to strongly recommend [your name] for [program or job]. I have known her/him since [month/year] and have [had you in which classes, research, what capacity, etc]. [One more sentence to help explain how I know you and can therefore recommend you based on our relationship.]

[Insert one paragraph here. Purpose of paragraph should be to establish how I know you, what I have witnesses that makes you a good candidate for the job or program.]

[Insert a second paragraph here. Purpose of this is to give concrete examples that expound on the previous paragraph. The examples that go here should vary based on why I am recommending you. Think about what positive things you have done that I should know about.]

Due to her/his [pick three characteristics that you think explain why you think I should recommend you]. I highly recommend [your name] for [program]. [Insert sentence explaining why this program would be good for you.] [Insert sentence explaining why hiring or having you in the program will be good for the company or school.] Please do not hesitate to contact me if you have any questions.

Sincerely,

Leslie A. Hiatt, Ph.D.

Answer the following questions and sign the last statement electronically.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student A#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Current APSU information:**

major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ minor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (if any)

GPA: overall \_\_\_\_\_\_\_ chemistry \_\_\_\_\_\_\_ sciences \_\_\_\_\_\_\_

Chemistry course numbers taken, semester, and grade. Highlight any courses taken with Dr. Hiatt.

|  |  |  |
| --- | --- | --- |
| Course | Semester (Fall/Spring/Summer) | Grade |
|  |  |  |
|  |  |  |
|  |  |  |
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Honors/scholarships/club involvement or other activities (tutoring, demos, leadership positions). This can be cut and paste from a resume or other form.

Summarize your life goals and how they pertain to the reason for Dr. Hiatt writing this letter. This can be cut and paste from essays written for any applications.

Where do I need to send the forms? Will I be emailed requests from the school/program/employer directly or do I need to physically mail or email them? Add rows as needed.

|  |  |  |
| --- | --- | --- |
| School/Program/Company Name | Address (physical or email) or will I be sent a link? | Letter of Recommendation (LOR) due date |
|  |  |  |
|  |  |  |
|  |  |  |

Waiver of Access to Recommendation Forms and Letters

You must complete the following section prior to forms being filled out or letters of recommendation being written by Dr. Leslie Hiatt. If you prefer not to waive any right to access of recommendation forms and letters completed by Dr. Leslie Hiatt, please ask another person to complete the forms and letters for you.

I authorize the release of a candid evaluation to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name of school**s**/companie**s**/program**s**)

understanding that the material will be kept confidential from me and the public and I waive any right of access that I might have by law. I further understand that I am not required to execute this waiver.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_