

## COVER SHEET FOR REQUESTS FOR LETTERS OF REFERENCE

I am happy to provide you with letters of reference for your job/internship/grad school applications.

Please submit your requests at least 3 weeks before the letter is due and send a reminder 2 weeks before the deadline. Be sure to complete the waiver of confidentiality rights, if available.

Your Name: \_\_\_\_\_

Name of Grant/Award/Position/Department or School: \_\_\_\_\_

The due date for the letter is: \_\_\_\_\_

Is this the  post-marked or  due-by date?

Who sends in the letter (check one box)?  Professor  You

How will the letter be submitted?

Via a link/electronic form received via email. Sender's email: \_\_\_\_\_

By email. Email Address: \_\_\_\_\_

By mail/hard copy. Addressee: \_\_\_\_\_

By Fax. Fax Number: \_\_\_\_\_

Other. Specify: \_\_\_\_\_

Along with this cover sheet, please also submit the following materials:

- A copy of the description of the award, position, or program
- A copy of your proposal/cover letter
- A copy of your resume/CV
- A writing sample if I have not read your work recently
- If I am to mail in the letter, attach an envelope with my name and address typed as the addressor and the recipient's name, institution, and address as the addressee.
- If it is a traditional letter (i.e. not a form), please include the address of the relevant institution and the name of the person to whom the letter should be addressed.
- Any required forms, with the parts you are able to complete filled out
- A bulleted list of 5 things you would like me to know about you or that you would like to highlight

Please let me know the outcome of your application!