

## **ROBINSON - LETTER OF RECOMMENDATION QUESTIONNAIRE**

**Please fill out neatly & completely, or I won't be able to write you a good letter! I must receive this before I will agree to write you a letter.**

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

Sex: \_\_\_\_\_ Cum GPA: \_\_\_\_\_ Science GPA: \_\_\_\_\_

Fill in the following table, one row for each letter. Include a street address even if it is only an electronic submission. Indicate under special instructions if I must submit a hard copy, an electronic copy via email or by uploading it to a website. Make sure I have the correct email/web address. Add rows if necessary. Below this table, you might want to provide me information on why each program is beneficial to you & your career.

date due	position/award	addressee name	institution	address	email	special notes

**If I must send a hard copy, YOU must give me self-addressed & stamped envelopes for each letter. Include my return address on each envelope:**

**Michael Robinson  
Dept. Biology  
Barry University  
Miami Shores FL 33161 USA**

Which course(s) have you taken with me, & what grades did you receive?

course #	course name	semester	grade		course #	course name	semester	grade

Briefly describe here any other interactions we have had including research mentoring, advising, workshop participation, etc. \_\_\_\_\_

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**AND NOW! ALL PARTS BELOW ARE ABSOLUTELY MANDATORY. FAILURE TO INCLUDE THEM WILL RESULT IN A DELAY OF MY LETTER WRITING UNTIL YOU PROVIDE ME WITH THE FOLLOWING ITEMS!**

Also include the following either on a separate sheet(s) or in MS Word files, unless specified:

1. Your Academic Achievements & Awards (include year awarded)

2. Volunteer Activities related to your career goals
3. A short statement about why you wish to pursue the position for which I am recommending you.
4. On a separate sheet, your "Ideal Letter of Recommendation."

Write a letter that you would like to be written about you, including all the good things you would like the selection committee to know. DON'T BE SHY! THIS IS THE BEST WAY FOR ME TO WRITE YOU A UNIQUE LETTER THAT WILL BE NOTICED! Don't worry, I will write my own. But this way I will know exactly how you see yourself & want to portray yourself.

5. Include a small photo of yourself.

Writing a good letter of recommendation is time consuming & not always an easy task. I am very happy to do this for you, but as a courtesy to *me* please accurately & completely provide me with all the information above so that I will have no trouble writing you a letter of which you can be proud. Please allow **AT LEAST TWO WEEKS** between turning in your materials & my actual sending of the letter.