

CANDIDATE INFORMATION SHEET For Writing Letters of Recommendation

NOTE TO CANDIDATE: Letters of recommendation play an important role in helping employers and graduate schools make their candidate selections. Therefore, it is crucial that you identify recommendation writers who know you well enough to give potential employers or graduate schools specific examples of your relevant skills, knowledge, training and qualities. In order for writers to be able to do this, they must be familiar with your background and career goals. They must also know something about the skills, knowledge, training and qualities sought by your potential employers or graduate schools.

In order to assist your references in writing the strongest possible letter of recommendation, we suggest that you complete this Candidate Information Sheet and offer it to your writers after they have agreed to serve as a reference. You may also want to provide them with a copy of your resume. It is also recommended that you discuss your significant qualifications with them prior to their writing your letter of recommendation. Remember to arrange to pick up your recommendation letter or have it mailed to you.

CANDIDATE: Please complete the following: Anticipated Date of Graduation: _____

Name: _____ Degree Level: BA ____ BS ____ Other _____

Address: _____ State _____ Zip _____

Telephone: _____ E-mail: _____

Major(s): _____ Minor(s): _____

Emphasis: _____ Certificates: _____

1. In what capacity does this recommendation writer know you (classroom instructor, advisor, supervisor, university or community organization, other)? List all that apply. Include relevant dates.

2. Career Goal: What job(s) are you seeking or why are you applying to graduate school?

3. What are the key skills, knowledge, training and qualities potential employers or schools may be seeking?

4. Please list employment, internships, volunteer work, academic projects, extracurricular, leadership or group activities or other experiences that may be used to cite relevant skills, knowledge, training and qualities.

5. Significant accomplishments (from items in #4 or elsewhere) that might be highlighted.

6. Anything else that may make the reference more productive.