

Individual Letter Request Form

Directions: Following the submission of your initial Letter of Recommendation Request Form (due once per application season), please submit this form for each individual letter request.

Applicant Information

Full Name: _____

1. Position Description (1 paragraph)

Submit a one-paragraph description of the grant, job, or other opportunity in your own words. Since faculty do not have time to browse through several websites for each letter of recommendation, please do not just submit links. Please keep the description concise when summarizing (one paragraph).

2. Position Profile / Keywords (1 paragraph + keywords)

Submit a one-paragraph description why you are suited for this particular position and why you fit the profile in your own words. If applicable, please also include a list of keywords that best describe the position profile (e.g. a specific field, an intersection of fields, set of expertise, specific academic background, etc.).

3. Addressee

Indicate the addressee to whom the letter should be addressed (e.g. name of committee chair, or of a specific selection committee).

Name/Committee/Chair: _____

4. Submission Details

Submission Date: _____

Submission Time (if applicable): _____

Submission Method:

- Link/Upload
- Email
- Mail

Submission Address/Email (if applicable): _____

5. Forms

All required forms completed (if applicable):

- Yes No
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6. Supporting Materials

[If relevant for this application and/or changes to initial submission]

- Curriculum Vitae (CV)
 - Class Papers (with instructor comments, if available)
 - Writing Sample (if applicable)
 - Unofficial Transcript
 - Forms and Waivers (if applicable)
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7. Waiver of Confidentiality

Waiver Selection:

- I waive my right to view this letter (confidential)
 - I do not waive my right
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8. Applicant Certification

I confirm that all information provided is accurate and complete.

Signature: _____

Date: _____