

Jolene Ramsey, PhD

Letter of Recommendation policy

- Have a conversation about future goals ideally prior to a request
- Request the letter with sufficient time allowed to respond yay or nay, and to write the letter if I agree
- Send up-to-date CV or resume and transcript
- Send *draft* personal statement being used in current applications and other relevant materials
- Send a 4-5 point bullet list of specific items you think I can address in my letter for you based on our interactions, remind me of any anecdotes that illustrate your points
- Send links to the program of interest where letter will be submitted with deadlines