

<p style="text-align: center;">WHAT TO INCLUDE IN A REQUEST FOR A LETTER OF RECOMMENDATION For Glenn M Callaghan</p>
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Important notes:

- **I will not provide letters without a two-week notice. If you need one by a certain deadline, be sure to give me the forms at least two weeks in advance.**
- **I will only write a letter if I know you well enough to complete this task. This usually means that I have had you in at least two classes or as a research assistant.**

1. Copy of the following:

List of programs with deadlines for applications (must be a minimum of 3 weeks in advance)

Summary of grades, classes taken, overall GPA, Psych GPA, last two years GPA

Outline of what you want the letter to say:

- Skills and strengths
- How I know you
 - Classes you have taken from me
 - **BE SURE TO INCLUDE THE GRADE(S) YOU RECEIVED IN MY CLASS(ES)**
- Research experience (if applicable)
- Applied experience (if applicable)

Also provide as pertinent:

- Curriculum Vita or Resume
- Letter of Intent/Statement of Purpose (draft)
- GRE scores (if applicable)
- Things you want emphasized in letter
- Special considerations (if I know someone at the school to which you are applying)

2. Email with the following

- Addresses for programs as you would mail them (goes in return address in business letter). Note: this must be accurate
- Deadlines listed for each letter
- State whether the letter is returned to you or mailed directly to the program

3. What you must provide

- the above material
- the email
- PRE-FILLED out forms with my name, address, and other info you can put (just ask for the details if you don't know)

4. I will provide

- letter head
- envelopes with addresses that I print
- filling out the forms with respect to evaluations of you
- signature on the forms