

## Request for Letter of Recommendation from Joanna Fanos, Ph.D.

The amount of detail increasingly required from institutions about applicants is extensive and requires that the recommender know the applicant very well and in a variety of professional contexts.

Therefore, my policy is that the student must have taken at least 2 courses from me, received an A overall grade in both, and been my Research Assistant for a minimum of one semester, preferably 2. In addition, the request must be made at least 3 weeks from the deadline.

You must provide the following:

1. CV
2. Statement of Purpose (draft)
3. Professional Goals following receiving graduate degree
4. Each course you took from me (year, semester, name, section)
5. Topic and grade of paper in each class; final overall class grade
6. Work, research or volunteer experience with start and end dates and description of duties and exact name of organization.
7. Exact names and complete address of each program for letter, and deadlines for each
8. Mode of submission for each letter and complete instructions (online, snail mail etc).
9. Forms filled out as much as possible by the applicant
10. Chocolates