This form is supporting the process of writing strong letters of recommendations. In this context, I would like to stress that “*Will you write me a letter of recommendation*?” is not the right question to ask. The more appropriate question is “*Can you write me a strong letter of recommendation*?” Strong letters are those whose authors say they know the student well, are willing to make positive statements about the student’s knowledge, skills, and characteristics (KSCs), and can support these statements with compelling evidence. Please ensure that my evaluation of your knowledge, skills, and characteristics (KSCs) is strongly positive. For example, if you had a C or D in one of my classes, it is difficult for me to write a strong letter of recommendation and in your best interest, ask someone else!

**Please complete your contact details:**

First Name:

Middle Name:

Last Name:

Email:

Phone:

Address:

Address:

**Please enter your scores below!**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Score | Percentile | Date |
| Overall GPA |  |  |  |
| Psychology GPA |  |  |  |
| GRE – Verbal |  |  |  |
| GRE – Quantitative |  |  |  |
| GRE – Analytical Writing |  |  |  |

**Please list all psychology classes (and other classes you may think are relevant) and grades earned:**

PSYxxx Great Psychology – Dr. Psy – A-

**Knowledge, Skills, and Characteristics**

Effective letters describe the attributes of the applicant that are valued by the people who read them. The following is a list of knowledge, skills, and characteristics (KSCs) that graduate school admissions committee value in their applicants. Letters improve tremendously, if the letter writer can make a strong positive evaluation of the applicant’s attributes and can provide specific examples of things the applicant has done during the college career (!) that will allow the letter writer to say that the applicant possess these KSCs.

Provide specific examples for the following attributes; that is, concrete behaviors that illustrate that you possess a KSC. You don’t have to have examples for all attributes.

(1) motivated and hard-working

*text*

(2) high intellectual/scholarly ability

*text*

(3) research skills

*text*

(4) emotionally stable and mature

*text*

(5) writing skills

*text*

(6) speaking skills

*text*

(7) teaching skills/potential

*text*

(8) works well with others

*text*

(9) creative and original

*text*

(10) strong knowledge of area of study

*text*

(11) strong character and integrity

*text*

(12) special skills (e.g. computer or lab)

*text*

(13) capable of analytical thought

*text*

(14) broad general knowledge

*text*

(15) intellectually independent

*text*

(16) leadership ability

*text*

**Personal Narrative**

Many graduate schools will ask you to provide written statements to open-ended questions. These are important parts of the application process. Below you find three typical questions. Please answer these questions! They don’t have to be perfect. These are primarily for me to have a rough idea about your interests!

(1) Describe your long-term goals?

*text*

(2) Please explain why you have chosen to specialize in X (e.g. developmental psychology) and discuss your research interests in this field

*text*

(3) Please describe your experiences in psychological research!

*text*

**Please provide the following material at least one month before the first deadline!**

By Email:

* This form!
* An Excel file containing the following information:

(a) names of all graduate schools to whom you wish me to write a letter,

(b) the deadlines by which the letter must be received,

(c) where the letter is to be sent,

(d) the specific graduate program for which they are applying,

(e) whether there is any form to complete in addition to my letter, and

(f) whether there is any specific issue (e.g. online submission, etc.)

* Your resume or curriculum vitae showing work and volunteer experience, including research and/or TA experience (with dates of work with me specified), if applicable
* Include a list of what you did for the lab and/or as a TA, if applicable
* Personal statement showing your interests in the program to which you have applied (could be personal statement for school or job position you want); a draft is OK

As hardcopy:

* Recommendation forms with the necessary sections completed. In this context, I would like to note that it is in your own best interest to sign the statement waiving the right to see your letters of recommendation. Graduate schools are more likely to have confidence in the honesty and objectivity of letters whose subjects have not read them (if online, you still need to make sure to sign the waiver for the online program showing that you do not need access to the recommendation)
* Stamped envelopes with the typed address of each graduate school to which it should be sent or your own address if the applicant should send the letter to the graduate school together with their whole application