

## Letters of Recommendation Form

### Instructions

Please complete all necessary information and then print out this form and give it to each faculty member whom you have asked to write letters for you.

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**Full Name:**

**Date:**

**Campus Address and Phone:**

**Permanent Home Address and Phone:**

**Use of Letters** (check all that are appropriate)

\_\_\_\_\_ Waive right to access      \_\_\_\_\_ Retain right to access

\_\_\_\_\_ Graduate School      \_\_\_\_\_ Health Professions      \_\_\_\_\_ Internship

\_\_\_\_\_ Employment      \_\_\_\_\_ Study Abroad

**References** (list all of the people whom you have asked to write a letter of recommendation)

### Academic Background

Academic Advisor:

List of Biology, Chemistry, Math, and Physics Courses Completed:

<u>Course Name</u>	<u>Term / Year</u>	<u>Grade</u>
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Overall GPA: \_\_\_\_\_ Biochem GPA: \_\_\_\_\_

Courses Taken From the Person Writing This Recommendation

Course Name                      Term / Year                      Grade

**Senior Project** (if applicable)

Senior Project Advisor:

Senior Project Title:

**Summer Research Internships** (indicate when and where the internship was conducted and the title of your research project)

**Previous Employment:** (list all summer, full time, and college employment since graduation from high school. Also include any work-study positions that you held during the school year).

Position                      Year                      Responsibilities

**Honors and Awards:**

**Membership in Organizations:** (include honorary societies)

**Extracurricular Activities:**

**Other information:** (include additional information about yourself that you think might be helpful to the person writing you a letter)

**Program Names, Due Dates, and Mode of Contact:** Please provide the specific name of each program/school to which you are applying. For graduate programs, please be sure that you clearly indicate not only the name of the school but also the specific department (and, where more than one option exists, the degree program in question). In addition, include the Due Date for each recommendation and also indicate whether the recommendation needs to be submitted via postal mail or will be accomplished via electronic means (submitted directly via e-mail or via a recommendation system to which I will receive a link via e-mail). If a letter needs to go via "snail mail," please provide the complete postal address. If it should be sent by e-mail, provide the appropriate e-mail address.

Program Names

Due Date

Mode of Contact