

Instructions for students requesting *letters of recommendation* from faculty

The Psychology faculty want to do all they can to support students, and this includes writing letters of recommendation for you. To help us, though, there are several things that we need from you.

Please get these to us at least three weeks before the first letter is due.

1. A current CV or resume
2. A list of the programs / schools that you're applying to and, for each:
 - a. The date the letter of recommendation is due
 - b. The potential supervisor / person you'll work with there, if you know
 - c. Is there some particular project and/or aspect of the program you're applying for?
 - d. Type of program (Ph.D.? Psy.D.? Job? Full time? Part time?)
 - e. How does this program / school want the letter submitted? Via a website? Email (make sure we have the address)? Hard copy? (If the last, make sure you get us the forms [if any], and please provide us a stamped, addressed envelope.)
 - f. Often there are bits for YOU to fill out in a program's or school's forms. (This includes both on-line and hard-copy forms.) Please do this before giving us the materials.

(If students would like to see an example of what this sort of listing might look like, see Joan.)

3. EITHER (and perhaps both?)
 - A draft of your personal essay / application letter
 - OR information covering as many of these points as you can:
 - a. Why are you interested in pursuing this opportunity?
 - b. Do you have relevant experience? (Research or applied experience, including special skills, or working on a clinical population, or a field placement with kids, etc.)
 - c. Do you have a sense of your trajectory *after* this program? What?
 - d. If you can describe high points of your experiences at Reed, or specific episodes that you think were meaningful for you, or important papers you wrote for us, remind us! (And if you're especially proud of some bit of work you've done in the recommender's class, remind the recommender about this as well.)

We realize that #3 requests a lot of information, but give us what you can. This information will help us to write fuller, more detailed, *more effective* letters for you, and will certainly ensure that our letters are "in tune" with how you present yourself in your application materials.

Finally, we would love to hear what program/schools you get in to, and, actually, letting us know how it all turns out is a great way to thank us. In addition, we may be able to help as you are making choices among your options.