**RECOMMENDATION LETTER REQUEST FORM**

**PROF. POOJA RANGAN**

**(adapted from** [**Angela Jenks**](https://docs.google.com/forms/d/e/1FAIpQLSdbo8d0P70697jEFuLYEbW52Cp0I3ku3B7NSZ-UjFc4jUrt9A/viewform)**)**

**PLEASE FILL OUT THIS FORM ELECTRONICALLY AND SAVE THE DOCUMENT WITH YOUR**

**FULL NAME IN THE TITLE OF THE DOCUMENT**

**(Eg: Recommendation Letter Request Form\_YourFullName.doc)**

**EMAIL THE DOCUMENT + REQUESTED ATTACHMENTS TO PRANGAN@AMHERST.EDU**

Many students ask me to write letters of recommendation for graduate school, internships, and scholarship opportunities. I am happy to write letters for excellent students--please don't be shy about asking!

**But before you request a letter, think about whether I will be a good letter writer for you. Ask yourself the following questions:**

1. Do I know you well? A good recommendation letter will have vivid details that show what an excellent student you are. Many applications will also ask specific questions about your critical thinking, leadership, problem solving, time management, and/or communication skills. Have I had an opportunity to observe these abilities? If I don't know you well enough to speak to these questions (or if our only interaction was in a large lecture class), you may want to consider asking another faculty member who can write about these skills in more detail.

2. Have you completed at least one course with me and earned a grade of "B" or higher? If you are currently enrolled in your first course with me, I probably don't have enough evidence of your academic skills yet to write a detailed letter.

3. Is the letter due at least three weeks from now? Remember that strong letters require time and attention.

**If you answered "Yes" to all of these questions, read on!**

The form will ask for more information about you, the opportunity that you are applying for, and the letter submission process. If you have any questions or concerns, please email me at **prangan@amherst.edu**.

**Contact Information**

**Your Name:**

**If your legal and preferred names differ, please indicate the name you would like me to use in the recommendation.**

**Preferred gender pronouns:**

* **She/her/hers**
* **He/him/his**
* **They/them/theirs**
* **Other:**

**Email address:**

**Have I submitted a recommendation for you in the past?:**

**If yes, what was the date of the previous recommendation?:**

**About the Recommendation**

**What are you applying for?:**

**Academic degree programs, employment, study abroad, scholarships, etc.**

**Deadline for letters to be received:**

**Should letters be sent to multiple recipients?:**

**Include information for all recipients below.**

* **Yes**
* **No**

**How should the letter(s) be submitted?:**

* **Online through a single site (eg: Interfolio). Please provide details and a link below**
* **Online through multiple sites (eg: various university application sites). Please provide details and links below**
* **On paper through the postal service (please provide details and mailing address below)**
* **Other (please provide details below)**

**About You**

**List all courses you have taken with me.**

**Institution--Course Name and Number--Session and Year--Final Grade**

**Please share copies of your papers written in these courses with me (attach).**

**Please tell me at least two examples of your demonstrated excellence in the classroom.**

**For example, describe your contributions to a particular class discussion or explain how an assignment for this class opened your eyes to a specific area of research or affected the way you think about a certain issue.**

**Please share a copy of your resume/CV with me (attach).**

**If applicable, please share a copy of the personal statement or cover letter included with your application with me (attach).**

**Why are you pursuing this opportunity and what qualifications, strengths, or experience do you bring to it?**

**If it has been more than a year since you took my course, please fill me in on what you've been doing since I last saw you.**

**Feel free to share any additional information that you think is important.**

**Is there anything in particular you want me to add to your application? (For example, discussing specific skills that I have observed or providing some information or perspective that other letter writers cannot.)**

**PLEASE FILL OUT THIS FORM ELECTRONICALLY AND SAVE THE DOCUMENT WITH YOUR**

**FULL NAME IN THE TITLE OF THE DOCUMENT**

**(Eg: Recommendation Letter Info Form\_YourFullName.doc)**

**EMAIL THE DOCUMENT + REQUESTED ATTACHMENTS TO PRANGAN@AMHERST.EDU**