

**REQUEST FOR LETTER OF RECOMMENDATION from Dr. \_\_\_\_\_**  
**Psych Faculty Member's Name**

Full Name: \_\_\_\_\_ Date \_\_\_\_\_  
                    Last                                      First                                      Mid

Address:            Permanent                                      Current  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_                                      (\_\_\_\_\_) \_\_\_\_\_

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

Advisor's Name: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

GPA: Cumulative \_\_\_\_\_ Psych \_\_\_\_\_

GRE: Verbal \_\_\_\_\_ Quantitative \_\_\_\_\_ Analytical Writing \_\_\_\_\_ Psych \_\_\_\_\_

**Please answer the following questions in as much detail as possible.**

1. For how long, and in what capacity, have you known this professor?  
(List any courses taken with this professor, including the semester & your final grade).

2. Describe the purpose of this recommendation letter (grad school, employment, etc.).

3. Do you feel that your GPA is an accurate reflection of your academic ability/potential? If not, please explain.

4. What is your life's ambition or goal?

5. What do you consider to be your primary strengths and weaknesses in relation to your goal?

6. Have you taken PSY390 (Advanced Research Lab)? If so, please provide the following information:

TERM TAKEN: \_\_\_\_\_ PROFESSOR: \_\_\_\_\_

A DESCRIPTION OF YOUR RESEARCH PROJECT:

7. Have you taken PSY496 (Internship)? If so, please provide the following information:

TERM TAKEN: \_\_\_\_\_ INTERSHIP PLACEMENT: \_\_\_\_\_

A DESCRIPTION OF YOUR RESPONSIBILITIES AND DUTIES:

8. List any awards or honors you have received.

9. Please provide the following information:

Special skills (including computer-related skills):

Relevant jobs/positions you have held:

Campus involvement:

Other information that you feel is relevant to this letter of recommendation:

**If you are applying to graduate school, please make sure that the following is included with your request:**

- \_\_\_ Academic Transcript (unofficial transcripts are fine)
- \_\_\_ A draft of your personal statement/statement of purpose
- \_\_\_ Any forms that must be completed (please fill in the contact information portion of these forms)
- \_\_\_ Pre-addressed, pre-stamped envelopes
- \_\_\_ Complete the spreadsheet on the following page

