

## INSTRUCTIONS FOR REQUESTS FOR LETTERS OF RECOMMENDATION

### **Before you contact me.**

- Check that you qualify for whatever you are applying for.
- Check that it makes a good fit with your career plans.
- Check the deadlines.

**Initial request.** Please send me an email with this information, preferably a month or more before the deadline:

- What you are applying for;
- Why you are applying for this (one sentence);
- What's the deadline;
- If you don't talk to me on a regular basis and I haven't written for you a letter in the past, tell me your time preferences and constraints for scheduling a meeting.

**Reminders.** At any time, if I don't respond to your email, please send me a reminder.

If I agree to write a letter:

### **Supporting material - when and how.** Please

- send me the supporting material, preferably two weeks or more before the deadline.
- Paper material: put everything in my mailbox, in one batch. Make sure that I'm in town so I can pick it up.
- Electronic material: I much prefer that you put your documents on the web and send me the links. If this is not possible, I will accept email attachments, in PDF format. Either way, please send me everything in one batch.
- Do not ask me to print out anything except a fillable PDF form.

### **Supporting material - what.** Supporting material includes:

- All the instructions and deadlines.
- If you have publications: copies of all papers, eprints, preprints, and drafts that you are willing to show me.
- If you are a student: an informal copy of your transcript.
- Your CV (or its draft).
- Any other material that you plan to send with your application and that is relevant. (E.G., statement of purpose or research proposal. It can be in draft form.)

Good luck with your application,

Yael.