

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.
 - Put all hard copies in my mailbox, in one batch.
 - Send me all relevant links by email, in one batch.
- do not send me email attachments. To direct me to an electronic document, put it on the web and give me the link.
- 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 (e.g. statement of purpose) that you plan to send with your application and that is relevant. (It can be in draft form.)

Good luck with your application,

Yael.