

## **Guidelines for Students Seeking Strong Letters of Recommendation from Prof. Badenhausen**

If I have agreed to write you a letter of recommendation for graduate school, study abroad, or a job, please provide the following information/materials in a *single email message* with appropriate attachments:

1. A clear **deadline** for when you need the letter: I need at least two weeks notice to write the letter.
2. The **identity and address** of the person to whom the letter gets addressed and sent.
3. A copy of your unofficial Westminster **transcript**, including classes taken and grades received. Cut and paste into the email or provide as attachment.
4. A listing of any **classes** you took from me—include the semester and year.
5. The **titles** (*and* subject matters) of any papers you wrote for those classes (this is important).
6. A copy of your **resume or vita**—if you don't have one, now is a good time to visit the career planning center to receive instructions about how to start one.
7. Specific **details** about the program to which you are applying.
8. Finally, if you have composed a **statement of purpose** or any other type of supporting essay, attach a draft—it will help me understand why you are applying.

This information will help me write a clearer, more compelling letter in support of your application.