

Reference Form - Return to Walter vom Saal - 502 Fitzelle Hall, SUNY Oneonta
Please submit this form to me electronically as an e-mail attachment.

[Electronic submission may be easier if you use the Microsoft Word version of this document instead of the pdf version.]

To students requesting letters of recommendation:

Please talk with me before deciding whether I should be one of the people you ask to write letters for you. I would be happy to discuss what your overall strategy should be for obtaining letters, as well as other general issues about job and graduate school applications. After discussion, please fill in this form and give it to me along with any addresses or envelopes, and **due dates** for each letter.

Name: _____ e-mail: _____

Local address: _____ local phone: _____

Permanent Home address: _____

_____ home phone: _____

Due date for this letter: _____

This letter is for:

___ **career placement file** in preparation for ___ graduate school ___ job

___ **graduate school application.** If known, indicate:

Name of school:

Program:

___ **job application.** Type of job if known:

Courses taken with me. (Include Intro Psych, Research Methods, Human Sexuality, Adulthood and Aging, Careers Seminar, Independent Study, Teaching Assistant, other). Use additional sheets or expand this section if necessary.)

Course # and name: _____

Semester: _____ Grade received: _____

Special notes:

Course # and name: _____

Semester: Grade received:

Special notes:

Course # and name: _____

Semester: Grade received:

Special notes:

Course # and name: _____

Semester: Grade received:

Special notes:

Course # and name: _____

Semester: Grade received:

Special notes:

Is there a special focus or emphasis you would like me to take in this letter?

In the space below or on a separate page, please write out some of the things you think I can say about you. Don't be shy: describe strengths you think you have, and positive things you think it would be reasonable for me to say about you. Most important are things I know about you (or you think I should know about you) from my direct experience with you. Include any special items you feel I can mention about you, your experience, and your qualifications that would make you a strong candidate.