****LC Lab Letter of Recommendation Application**

*Please include your CV or resume with this application. Complete all portions of any forms from the organization and sign them before giving or emailing them to me. Remember that I only give recommendations if you wave your right to review them. Feel free to add more lines to this form if you need them. The more details you give me, the easier it is to write you a good letter!*

**BACKGROUND**

Full name: Email address:

Graduation date (month and year): Cumulative GPA: Major GPA:

GRE Scores: Math: Verbal: Total: Analytical:

How many years have you known me?

**COURSE WORK**

Classes you’ve taken with me (For example: Leadership, Spring 2011, A)

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| --- | --- | --- |
| Class Name | Semester | Final Grade |
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What skills or behaviors did you display in class? You can discuss class participation, the quality of your papers and exams, etc.

**RESEARCH**

When did you start working in my research lab? (Month/Year)

List the semesters you worked in the lab (ex: Spring 2014)

List any leadership positions in the lab, such as leading a coding project or experiment.

Can you describe any other roles you had in the lab? For example, did you help develop study ideas, prepare IRB applications, make experiment materials such as scripts, code data, etc?

Did you work in any other research labs?

**GENERAL**

What do you plan to do after graduation?

What are your greatest strengths? Examples: interpersonal skills, research ideas, data analysis, writing, speaking, organizing schedules, planning ahead. Please elaborate.

Are there any weaknesses in your application that I should address, such as a low GRE score or GPA? Please be very specific.

Are there any particular projects or work you’ve done that you’d like me to highlight?

**APPLICATIONS**

List the schools you are applying to, program type (for example, “PhD in Management” or “MA in HR”) the due date of the application, and the type of letter (electronic or paper copy). If you are requesting any paper letters, please include an addressed, stamped envelope for each.

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| School or Organization | Due Date | Program Type | Letter Type |
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