

Dr. Sheri Berenbaum

Letter of Recommendation Questionnaire

Please complete all information thoroughly. Otherwise I can't write a good letter for you. The more information you can provide, the more useful the letter will be for you. You can start writing directly on this form, but will probably need to use the back or other sheets of paper.

Background

How long have you known me?

When did I first meet you?

In what capacity do I know you (student in class, independent study, honors students, work study, research assistant)?

Course work

What courses have you taken with me?

What grades did you receive on your assignments and exams?

What was your final course grade?

How does the course relate to the reason that I am writing a letter of recommendation (that is, graduate school or job)?

What special skills did you display in my class? Consider, for example, your class participation, your independent exploration of topics, the quality of your papers or exams.

Research

What projects did you work on in the lab? Were any independent research, such as honors thesis?

What role did you play in the projects? For example, did you help to design the study, prepare test materials, help to prepare an IRB application, recruit participants, collect data, code data, enter data, analyze data? Anything else I should know about?

What did you learn in the lab?

How does your work in the lab relate to the reason that I am writing a letter of recommendation (that is, graduate school or job)?

What special skills did you display in the lab?

Overall

What are your greatest strengths (e.g., leadership, teaching, quantitative skills, interpersonal skills, data analysis, writing, speaking, ...)

What are your special skills for graduate school or the job for which you are applying?

Can you give me specific evidence of your motivation and likelihood of succeeding in graduate school or the job for which you are applying?

What would make you stand out among applicants?

By signing below, you acknowledge that you give me permission to reveal information about you in a letter of recommendation

_____ (signature) _____ (date)

_____ (printed name)