

Recommendation Letters

If I have agreed to write you a letter, please email me at rmarcia@ucmerced.edu the following information **at least two weeks** prior to the deadline of the letter.

1. All necessary information to submit the recommendation including submission information (website or mailing addresses) and deadline dates.
2. An unofficial copy of your transcript.
3. Answers to the following questions in a separate file:
 - a. What is your name, year, and major?
 - b. For what are you applying (e.g. scholarship, undergraduate or graduate school, summer research experiences etc.)?
 - c. For how long have I known you (years and months)?
 - d. What is my professional relationship to you (instructor, research mentor, other)?
 - e. What classes have you taken with me? What final grades did you earn? How did you distinguish yourself in my class(es)? What is a particular aspect of the class that you enjoyed and why? What course topics did you enjoy the most and why?
 - f. If we had written a paper together, please describe your contributions to that paper (method development, implementation, application, analysis, writing, and/or others).
 - g. How would you describe yourself? What are your strengths? What are your weaknesses?
 - h. What are some of your academic and nonacademic accomplishments (REU's, summer research, interesting jobs, hobbies, etc.)?
 - i. What makes me particularly qualified to write a letter for you?
 - j. What makes you particularly qualified for this position/honor/award?
 - k. What are your long-term goals and will this position/honor/award help? If so, how?
 - l. Are there any other instructors/professors who are not writing a letter for you who might supply good quotes? If so, please provide their names, email addresses and explain why they are a good people to give a quote (e.g. I did research with Prof X in the summer of Y on topic Z or I took course X with Prof Y in semester and year Z).
 - m. Is there anything else you would like me to know about you?

Please feel free to talk to me about the letter and add anything else you would like me to know.

Prof. Roummel Marcia

This document is based on Prof. Shilpa Khatri's original recommendation letter questions.