

Guidelines for recommendation letter requests

Fellowship applications and the job market operate seasonally, which means that letters of recommendations are due for many students simultaneously at busy times of the term.

The best way to ensure that your letter is written well and received at the intended destination(s) in a timely manner is to follow the guidelines below. (You may find it helpful to follow these guidelines for your other referees too, even if they do not explicitly ask.)

What I need from you:

1. A list of all the fellowships/jobs for which you are applying with the following information (in order beginning with the *earliest* deadlines):
 - **Deadline**
 - Official title of fellowship/job position
 - Agency/Institution for the position
 - Addressee and address for letter
 - Special instructions for delivery (e.g. online upload instructions, if letters need to be included with your application materials, etc.)
2. Current CV
3. Draft of fellowship statement/job letter (the most representative version is fine since you will tweak this to tailor to each grant/job)
4. Draft of teaching statement (*Job applicants only*)
5. Dissertation abstract or prospectus
6. Optional: Writing sample (preferably a dissertation chapter or sample that you intend to submit for your application if required)

Please send everything at once with at least **two weeks'** lead time before the first deadline.

I understand that you will learn of fellowships/jobs as the term progresses. If you wish to add a letter to the list, please **update the list and resend it to me**.

You will always get an email from me once I have submitted a letter for you. If you have not received an email, and the deadline is **48 hours away**, it means I need a reminder. **Don't be shy!**

Good luck!