

Request Form for a Letter of Recommendation from Dr. Laura L. Lovett

As an undergraduate, I attended UCLA, a research university with, at that time, 35,000 students on campus. I understand how difficult it can be to make one's way through a large school and feel like your professors know enough about you to write robust letters of recommendation. I feel fortunate to teach at UMASS because I personally believe that I have not met a professor on campus here who does not care profoundly about teaching and connecting to students. Toward making sure that this perception of how important you are to me is clear in the time constraints and confines of applications for your future endeavors, I ask you to fill out this form and attach any pertinent information. You can send this to me electronically, or deliver it in person at my office.

1. Today's date:

2. Deadline for the letter:

(A letter of recommendation typically represents a commitment by me of 2-3 hours' time and I need some scheduling leeway to secure a block of time for such an endeavor so I need two weeks' notice. If circumstances are unusual or unique, sometimes I can do something more quickly so ask but please note that my usual need is two weeks.)

3. Name, Degree(s) and Year of Graduation:

4. (a). If **Undergrad**: Major(s), Minor(s), Certificate(s) or Emphases:

(b). If **Graduate**: Department, Major Fields, Minor Fields, Teaching Fields

5. Name of Program/Prize/Fellowship or Position for which you need the letter:

6. Class(es) you have taken or are currently taking with me, including semester, year and grade. (If you had a Graduate Assistant, please include that name and section time.)

7. Complete address to which I should direct my letter (including the name of the person to which I should address it, if applicable)

8. To whom should I deliver the letter?

___ To the address listed above (include the link , if it is an online application)

___ To you in a sealed/signed envelope

___ To a particular office or service collecting recommendations. Include address:

9. Briefly describe the organization/institution/program to which you are applying, and what you plan to do with that organization/institution/program. How does this program fit with your short-term and long-term plans for

yourself. Is there anyway that anything you thought about or worked on in any of my classes or office hour discussions helped you to clarify this goal? If so, let me know because this is an important way to personalize my letter.

10. List **other materials you are submitting** with your application (for example, a personal essay, two other letters of recommendation, a writing sample, transcripts, resume, and so forth).

11. How did you get **interested** in this area? Is there something in your background, education, or personal experience that this program/scholarship/fellowship/position appeals? What is it?

12. I strive to write each student the strongest letter possible. A strong letter speaks to the specific strengths and accomplishments of the student, integrates the student's classroom performance with other aspects of his/her experiences, and speaks to the specifics of the positions for which he or she is applying. To help me craft the strongest letter possible, please **list or describe any particular elements of your experience, extracurricular activities, ideals, or qualifications** that you think it might be helpful for me to mention or emphasize in the letter of recommendation (feel free to continue on back or on a separate sheet).

ATTACH RESUME OR CURRICULUM VITA, FORMS, AND ANY OTHER MATERIALS THAT YOU THINK MIGHT BE USEFUL TO ME IN CRAFTING A ROBUSTLY COMPELLING LETTER OF RECOMMENDATION FOR YOU.