

## Letter of Recommendation Form Graduate School

- Put this form along with all your materials (forms and addresses for each school, I can give you departmental envelopes for you to write the addresses) in a yellow 9"x12" envelope; write your name and phone number on the outside with a list of schools to which you are applying and the deadline date for each.

**Please note that I will NOT write a letter of recommendation unless you WAIVE access to the recommendation.**

**Please note that I generally do NOT give letters to students. I will send it directly to the schools. So, make sure that you give me an address for doing so and clear it with the school. I will only give letters directly to a student under extreme circumstances – and I have a high threshold for extreme.**

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

How can I reach you in the future? Email: \_\_\_\_\_ Phone: \_\_\_\_\_

1. Approximately how long have I known you? \_\_\_\_\_ years, \_\_\_\_\_ months.

2. In what capacity have we worked together? (Check all that apply).

_____ Student in my class	_____ Worked on research project with me
_____ Was my advisee	_____ I supervised your honors thesis
_____ other (explain) _____	

3. What courses have you taken with me? (list independent study here too).

Course name	When (Semester, Year)	Grade
_____	_____	_____
_____	_____	_____

4. What was your ACT composite? \_\_\_\_\_

5. What were your GRE scores?

Date taken	Verbal	Quantitative	Analytic	Psychology
_____	_____	_____	_____	_____

6. What is your GPA?

Overall GPA (at Eastern) \_\_\_\_\_

Psychology GPA \_\_\_\_\_

GPA last two years \_\_\_\_\_

7. What degrees are you seeking, and in what area(s)?

Degree	Area (Clinical, Cognitive, etc)
_____	_____
_____	_____
_____	_____

8. What are your career objectives? What would you like to do when you complete your degree?

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9. Are you involved in any extracurricular activities? If yes, tell me a little about them.

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10. What are three adjectives that you would say are most descriptive of you? Why?

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11. What is your greatest weakness or what do you need to improve on?

Following is a list of skills and characteristics (listed in order of their rated importance) that graduate admissions selection committees look for in applicants. Please provide me with a specific example of something you have **done** during your college career that will allow me to say that you possess these skills and characteristics and will allow me to support my statement with specific evidence. For example, if you want me to say that you possess “speaking skills,” you may want to describe the oral presentation you made in one of your classes. You do **NOT** have to respond to all of the items.

**1. Motivated and hard-working; initiative**

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**2. High intellectual/scholarly ability – academic performance; intelligence**

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**3. Research skills – ability to analyze a problem, plan, and formulate a solution; resourcefulness**

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**4. Emotionally stable and mature; reliability; follow through; sound judgment; responsibility**

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**5. Communication skills: Writing and Speaking skills – ability to express thoughts clearly**

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**6. Response to criticism by others; capacity for self-criticism**

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**7. Works well with others; interpersonal skills; leadership potential**