

Letters of Recommendation

I will only agree to write a letter of recommendation for you if you give me **at least two weeks** prior notice.

- (I) Please email me (aaksoy@cmc.edu) your answers to the following questions:
1. What are you applying to? (Graduate school, summer internship, scholarship)
 2. What makes you particularly qualified for this program/scholarship?
 3. What are some of your academic accomplishments?
 4. What are your long-term goals?
 5. Additional information (REU, summer internship, interesting jobs, nonacademic accomplishments)
- (II) Bring a folder to my office at 215-Adams Hall-CMC, or my mailbox in FSC-West, containing:
1. All necessary recommendation forms. (Complete as much as you can and do not forget the sign your part).
 2. A list of addresses (email or physical) of all institutions you are applying to. Include due dates.
 3. A copy of your transcript.
 4. A copy of a personal statement. (If applicable - most graduate schools require one)

Feel free to talk with me about any other issue you might think relevant for the letter and do not forget to remind me the due dates. Thanks!

