

Recommendation Letter from Professor Virtue

Excellent students who have *worked in my research lab* will be able to ask for recommendation letters for graduate school, medical school, or future employers.

Important Note: It is to your advantage to ask for recommendation letters from faculty who know you well *outside of the classroom*. If you were only a student in one of my courses (and not a member of my research lab), it is more appropriate to ask another faculty member for a recommendation letter. That way, this faculty member can write specific details about your qualifications, skills, and research experiences outside of the classroom that is not already listed on your transcript.

Please complete the following guidelines:

- 1) Email me as soon as possible to ask if I am available to write you a recommendation letter. Please state your previous research experience in my lab, the due date for these letters, and briefly describe your future career plans. (If needed, we can meet to discuss more details about your work in my lab, your plans, and what information would be helpful for me to include in your letter.)
- 2) It is my policy to only write letters for students who waive their rights to read the letter of recommendation and who have worked in my research lab.
- 3) Please submit all of your materials via email AT LEAST 1 MONTH before the due date. The earlier you can send me your materials, the more time I will have to work on writing your letter. Since most graduate applications are due close to the holidays and the end of the quarter, the earlier you can send me everything-- the better!

Please send me the following information to complete your letter:

- i. Several paragraphs about your previous interactions in my research lab. For example, please include the dates you worked in the lab, what studies you worked on, and your specific responsibilities in the lab.
- ii. Several paragraphs about your future career plans or interest in these graduate programs, what specific skills you have that match well with these programs, and anything else that would be important for me to mention in my letter.
- iii. A list of the programs you're applying to and all of the deadlines.
- iv. A copy of your vita or resume.
- v. A copy of your personal statement.

- 4) After the application process is finished, please contact me to let me know what exciting things you're doing after graduation. It would be great to keep in touch to hear how things are with you!