Requesting a letter of recommendation*

As you can probably imagine, professors are asked to write many letters of recommendation each year. I would like to focus on writing your letter, instead of tracking down links, deadlines, etc.

Please send me ONE email (at least two weeks before your first deadline) with the following information:

- a copy of everything you will submit with your application (CV, transcripts -- unofficial is fine, statement of purpose, GRE scores, etc)
- a list of classes for which you've been my student and/or other information about our mathematical interactions
- your earliest deadline
    - I will aim to submit all of your letters before your earliest deadline.
- a list of the places to which you are applying
    - If you are applying to graduate school, please let me know what degree you will seek and in what area of concentration.
- a list of the applications that will automatically send me an email asking for a letter to be submitted
    - You should generate the automatic emails requesting the recommendations all at once as much as possible, at least two weeks for your first deadline. You can usually do this by opening an account at each place you are applying without having to complete much of your application.
- a separate list of the applications for which I need to email someone or go to some webpage myself
    - Be sure to include the relevant email address and webpages.
- any information that you think would be good for me to address in your letter

If I have not submitted your letter and the deadline is approaching, please send me a reminder email!

*These directions are modeled after M. M. Wood's
"Note for those who are asking me to write a letter of recommendation."