

**Dr. Katie Hirschboeck's Policy  
for Letters of Recommendation  
and/or Listing Me as a Reference**

*Before I can write a letter for you, or be a good reference for you, I need the following:*

*For Letters:*

(1) Date the letter is due, to whom it should be addressed, and where it should be sent. If there is a special recommendation form to be filled out, this information will probably be on it, but I DO need to know when the recommendation is due. *(Because of my busy schedule I have to be able to plan ahead to get letters written. Please do not expect an immediate turn-around time for letters.)*

*For Letters, Recommendation Forms and/ or Listing me as a Reference:*

(2) Information on the program (school, scholarship, etc.) or position for which you are applying. (If this is spelled out on a webpage somewhere, just send me the URL -- otherwise please provide me some paper documentation about the program or position.) NOTE: If you are requesting to list me as a reference, please send me this information each time you apply for something new so I don't get contacted out of the blue about something you have applied for that I do not know about.

(3) Your own statement explaining WHY you are applying for this program, school, position, etc. -- including your views on how you, specifically, are particularly qualified for the program / position or why it is a good direction for you to be moving in at this point.

(4) Additional supporting documentation of your qualifications: skills, background, experience and academic record. **This is best documented by sending me an *updated* copy of your resume' and course transcripts** (NOTE: the transcripts do not have to be official).

*If we have not talked in awhile or I have not worked with you in the last 6 months as my graduate student, teaching assistant, advisee, preceptor, etc.:*

(5) A brief interview / meeting with you so I can talk to you about the details of your application and address any other items I may need to know to properly fill out the recommendation form and/or write you a good letter.

*[You can either send me items (1) through (4) electronically or bring them with you when we meet for your interview.]*

(6) Finally, if I have taken the time to write a letter for you, it is common courtesy **to let me know the outcome of your application**, once you find out. I, of course, want to learn if you are successful!!

*I appreciate you taking the time to provide me with the above information.  
It will allow me to give you the best possible recommendation.  
Good luck with your applications!*