Request for recommendation letters

 I work with many students and receive a lot of requests for recommendation letters. In order for me to write an informative letter, please fill out this form and email it (as a Word file) to me with your resume or CV. If you are/were a CLMS student, please also email me your CLMS spreadsheet.

1. Universities or companies to which the recommend letters should be sent.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of univ/company | Department or branch  | Job title | Mailing/email/url for sending the letter | Name of the addressee  | Submission deadline  |
| e.g., Microsoft | MSR, NLP group | tester | Smith@microsoft.com | Dr. John Smith | 12/13/2014 |
| e.g., JHU | CS dept | PhD student | info@cs.jhu.edu | Admission Committee | 01/10/2015 |
| … |  |  |  |  |  |

1. Your interaction with me (e.g., courses you have taken from me, project, and independent study)

|  |  |  |  |
| --- | --- | --- | --- |
| Course number or project name | Dates | Your grade or outcome | The noticeable(optional) |
| e.g., Ling 570 | Fall 2013 | 3.9 | Organize the study group |
| e.g., MA thesis | Summer 2013 -spring 2014 | Complete in spring 2014 | Results published at ACL 2014 as a short paper |
| e.g., RiPLes project | Summer 2014 | Annotating 20K words | N/A |
| … |  |  |  |

1. Please answer the following questions. If you have any examples to support your answer, please include them.
	1. When and where did we first meet?
	2. Please choose 3-10 words to describe your personality.
	3. How would you describe your communication capabilities (written and verbal)?
	4. How would you rate your ability to meet requirements/expectations/deadlines?
	5. How would you characterize your work ethic?
	6. How do you perform under pressure?
	7. Are you a good team player?
	8. Anything in particular that you want me to mention in the letter?