

So you want my Letter of Recommendation?

Congratulations!

You are one of my amazing veteran (or current) students and I am **so happy** you are moving forward with your professional life – going to graduate school or getting an internship, fellowship, scholarship, or <gasp!> job.

As a general rule, I'm happy to support you anyway I can, including with this letter¹

Help me to help you!

- 1) Send me an email at natideckard@gmail.com with the subject "Letter of Recommendation" – I have a special filter that puts these in one place in my notoriously overwhelmed inbox and, more importantly, will automatically put the due date on my calendar with a two day reminder! Please send one for each letter you need and know I need 2 weeks' notice!
- 2) In the email, tell me who you are, what you are up to, and what you would like highlighted in your letter that would add to your application. Also, please include a resume or CV and a snapshot of you. My recommendations don't depend on how attractive you look in the picture, but enclosing one helps me to remember you immediately and clearly. If you don't have a resume or CV (and your application doesn't require you compile one), send me a list of the things you've done that apply to this position and I can talk about in my letter.
- 3) Also in the email, please paste the below (with the answers obviously):
The Due Date:
For What Organization:
For What Opportunity (Scholarship, Type of Graduate School, etc):
Where Should I Send the Letter:
If a Link Will Come from the Organization, When Should I Expect It:
- 4) You are more than welcome to send me a reminder the day before it is due. As a rule, my letters are done and submitted by this point, but you can check up just to be sure. Please refrain from multiple check-ups before this point.

I am so proud that my students are doing wonderful things. It's an honor for me to play a part in that. It's an even bigger honor to do so in an organized way 😊

¹ If, for some reason, my writing a particular letter for a particular opportunity is not a good fit, I will let you know. But this is pretty rare.