

Letters of Recommendation

If I have agreed to write a recommendation for you, please give me a folder containing

- a copy of your transcript,
- a copy of your personal statement (if applicable),
- all necessary forms, and
- addressed HMC Math Dept envelopes (see Suzanne Frantz) without stamps.

Furthermore, at least *two weeks* before the first letter is due, e-mail me ("my last name" @ hmc.edu) your answers to the following questions:

1. What is your name, year, and major?
2. For what are you applying? (scholarship, graduate school, etc.)
3. List the programs to which you are applying, together with due dates.
4. How long have I known you, and what is my relationship(s) to you? (instructor, advisor, etc.)
5. For what class(es) have I had you, what final grade(s) did I assign you, and how did you distinguish yourself in my class(es)?
6. What makes me particularly qualified to write a letter for you?
7. What makes you particularly qualified for this position/honor/award?
8. How would you describe yourself?
9. What are some of your academic accomplishments?
10. What are some of your nonacademic accomplishments?
11. What are your long term goals and will this position/honor/award help? If so, how?
12. Additional comments (REU's, summer research, interesting jobs, hobbies, etc.)?

Please send me e-mail reminders as deadlines approach, and feel free to chat with me about other ways you can make the letter writing process go as smoothly as possible for you and your letter writers. Good luck!

Michael Orrison
Department of Mathematics
Harvey Mudd College