

**Dr. Rebecca Brooker**  
**Letter of Recommendation Request Form**

The following questions are intended to help me determine if I can write a good letter of recommendation for you and, if so, that you receive a detailed and thorough letter that is the best possible for your pursuits. To that end, please answer all questions completely. You can write directly on this form, but will likely need to attach additional pages.

**Background Questions:**

For how long have you known me?

When/how did you and I first meet?

In what capacity do I know you (i.e., were you a student in my class? My research assistant? Did you complete an independent study with me?)

**Course Work**

Which course(s) have you taken with me?

What grades did you receive on your assignments and exams?

What was(were) your final course grade(s)?

How does the course(s) you took with me relate to your request for a letter of recommendation (i.e., Is it related to a program of study graduate school? Or a Job?)

What special skills did you display in my class. Consider ways that you may have stood out; for example, were you an avid class participant? Did you independently explore course-related topics? Were your papers or exams of superior quality?

Are there any other ways that your experience or performance in my class make you particularly well-suited for the program/path that this letter of recommendation is for?

**Research**

How long did you work with me?

What projects did you work on in my lab? Were there any independent research, such as independent studies or USP research projects?

What role did you play in my lab? For example, did you collect or code EEG data, did you score behaviors? Did you run laboratory visits? Anything else that I should know about?

What did you learn in my lab?

How does your work in my lab relate to your request for a letter of recommendation (i.e., Is it related to a program of study graduate school? Or a Job?)

What special skills did you display in the lab?

Are there any other ways that your experience or performance in my class make you particularly well-suited for the program/path that this letter of recommendation is for?

**General Skills**

What are your greatest strengths (e.g., leadership, teaching, quantitative skills, data analysis, technical writing, public speaking)?

What are your special skills for the graduate program/job/etc. for which you are applying?

Can you give me specific evidence of your motivation and likelihood to succeed in the graduate program/job/etc. for which you are applying?

What will make you stand out from other applications for the graduate program/job/etc. for which you are applying?

Have you provided me with any additional documentation that might help me to write a letter of recommendation for you (e.g., personal statement, CV)?

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***Consent for the release of information:***

*By signing below, you acknowledge that you give me permission to reveal information about you in a letter of recommendation. In addition, you acknowledge the possibility that, to maintain confidentiality, it is likely that you may not have access to the letter that I write for you.*

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Signature

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Date

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Printed Name