memorandum

to: Dr. Rebecca m. Brannon

from: [***Type your name here***]

subject: Request for letter of reference

date:

cc: [***Enter name or delete THIS LINE IF YOU DON’T NEED ANY COPIES OF THIS MEMO TO GO TO ANYONE ELSE***]

***THIS IS AN OUTLINE FOR A MEMORANDUM REQUESTING A LETTER OF REFERENCE. ANYTHING WRITTEN IN BLUE BOLD (LIKE THIS PARAGRAPH ITSELF) IS AN INSTRUCTION THAT SHOULD BE REMOVED IN THE FINAL VERSION GIVEN TO DR. BRANNON. THE PARTS WRITTEN IN BLACK ARE MERELY SUGGESTIONS FOR WORDING, SO FEEL FREE TO EDIT TO BEST SUIT YOUR OWN TASTE AND NEEDS.***

Dr. Brannon, this memo is a formal request for a letter of reference (LOR) from you. This request is being made at least two weeks in advance of when the LOR is needed. I understand that a confirmation of receipt from you is needed to ensure that it did not get overlooked in your in-box. I hope to use this LOR to [***State your purpose such as apply for employment at XYZ corporation, apply for graduate school at XYZ university, secure a research position at Woohoo-University, etc.***].

**Attachment #1** of this memo contains a draft LOR that can serve as a starting point that you may enhance, edit, contradict, or completely discard as you see fit. I am providing this draft LOR to save you time and to remind you of my strengths that I would particularly appreciate being mentioned in a LOR. If you disagree with any of the statements made in the draft LOR, you have my permission to contradict them. The attached draft LOR includes the following information:

* Name and address of the recipient.
* Salutation to be used for recipient [***e.g., “Dear Ms. Smith” or “To Whom It May Concern”)***]
* The reason for writing the LOR.
* How long Dr. Brannon has known me.
* The circumstances under which Dr. Brannon first met me.
* The extent to which Dr. Brannon can speak knowledgeably about me.
* Things about me that are deserving of praise from Dr. Brannon.
* My best estimate of how I compare to other students that Dr. Brannon has worked with.

**Attachment #2** contains evidence of the truth of statements that I have made in the draft LOR. Specifically, this attachment contains ***...***[***PROVIDE evidence as appropriate. You might, for example, provide a copy of an exam from Brannon’s XYZ class where you performed exceptionally well, or you might include a copy of a document or software that you wrote for or with Brannon, or you could include an email sent from Dr. Brannon to you in which Dr. Brannon praised your work, etc. If you are applying to a research-heavy position, provide sample journal articles written by you.***]

**Attachment #3** is my current resume or CV.

**Attachment #4** is an unofficial copy of my transcripts, with the courses that were taught by you, Dr. Brannon, highlighted [***if any***]. [***Skip this if you are not a student.***]

**Attachment #5** is a copy of the [***job*** ***announcement, admissions criteria, …***] for the position that I am seeking so that you can customize your LOR to specifically emphasize points that appear to be of interest to them.

***[delete one of the following (or edit to indicate whether or not the LOR will be or could be seen by you)]***

 I will have access to your LOR after you have written it. Therefore, since this LOR is not privileged information, you may return it directly to me and I will distribute it as needed.

 This LOR will not be made available to me, so please send it directly to the recipient no later than [***date***]. I waive all rights to ever view your final LOR in any form (copy or original, printed or electronic), not even in the event of a dispute. Moreover, if I ever obtain a copy of your LOR, I will destroy it immediately.

I affirm that neither I nor any agent acting on my behalf will hold you or your employer, current or past, accountable for any statements, true or false, that you make in the final LOR. Nor will you be held responsible for any collateral damage associated with your LOR. Please call my cell phone
(***801-555-1234***) or email me (***jane.doe@wahoou.edu***) to let me know whether or not you are able and willing to provide the requested LOR within the requested time frame.

Thank you in advance,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (printed)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date



Here is a photo of me in case you only remember me by appearance:



[***Date***]

[***Wahoo-U Scholarship Committee (change appropriately)***]

Attn: [***Dr. Blockhead (change appropriately)***]

[***1234 Wahoo Way***

***Oceanside City, UT 84442 (change appropriately)***]

TO: [***Members of the Wahoo-U Scholarship Committee (change appropriately)***]

RE: Letter of Recommendation for [***your name***]

[***Introductory statement, indicating purpose of the recommendation***]

I have known [***your name***] since [***date/year when you first interacted with Dr. Brannon***], at which time [***indicate how we first came to know each other, and then move on to tell about anything that you think Dr. Brannon might have considered to be favorably notable about you***].

[***Include a paragraph listing reasons why Dr. Brannon regards you to be particularly well-qualified for the specific purpose of this letter of recommendation. For example, if you are applying for an underwater basket weaving internship, say something like “Jane Doe is uniquely well-suited to this position because her webbed feet give her an obvious aquatic edge over competitors.” In other words, what makes YOU stand out from the other applicants?***]

[***Add a summary statement.***]

[***The length should be half-page for undergrads, a page or two for grads, and up to four pages to support major applications such as faculty positions or prestigious fellowships.***

***Be advised: you are writing the draft LOR to ensure that Dr. Brannon knows what you think ought to be in the letter, and she is not obligated to retain anything in your draft. Dr. Brannon will heavily edit the draft LOR to match her own writing style. She might delete praise from your draft LOR if she feels you don’t deserve it (or if she feels that it is misrepresentation). Often, she adds extra praise where people undersell themselves.***]

Sincerely,

[***leave white space for signature***]

Dr. Rebecca Brannon, Ph.D.

Associate Professor, Mechanical Engineering