

## Letters of Recommendation (LOR)

LORs are important when trying to enroll in graduate school or when trying to get a job. If I know you and feel I have enough information about you, as outlined below, I would be happy to provide the graduate school or employer with an informative, appropriate, and honest LOR. Specific information I need from you includes:

- 1) **Your Background with me** - Send me an email with the classes you have taken with me and the grades you have received in each of them. In addition, list what you think you learned in each course and why you think they were important in your education.
- 2) **Your Talents** - Why are you a good prospect for the university / employer? - list what you think your strengths are. How has the Computer Science program prepared you for succeeding in graduate school / job?
- 3) **The Unknown** - Is there any other relevant information that I should know that would make your case stronger?
- 4) **LOR Destination** – I only write letters of recommendation that are sent directly to the university - these have the most credibility. Also, you NEED to sign the university Waiver Access form and include it with the rest of the materials you will provide to me. I will NOT write a letter of recommendation without this signed form.
- 5) **Timing** – If you can answer the aforementioned questions honestly, completely and without reservation, please give me **at least** two weeks to submit your LOR.
- 6) **Mailing** – You need to provide me with self-addressed stamped envelopes for each of your LORs.