**Recommendation Letter Authorization Form**

In order for your letter writer to use the information in this questionnaire and other supporting information to provide a written and/or oral recommendation on your behalf, you must provide specific written consent. Please fill out this form for each recommender.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, give \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ permission to release

(your name) (recommender’s name)

information disclosed in this questionnaire and other supporting information (e.g., from past coursework, your transcript, etc.), including course, grade, and other educational record information, to the following groups or individuals in a written or oral reference:

(check all that apply)

\_\_\_\_ Educational Programs (e.g., REU Programs, Graduate Programs, Medical

School Programs)

\_\_\_\_ Potential Employers/Internships

\_\_\_\_ Current Employer

\_\_\_\_ Fellowship/Scholarship Programs

\_\_\_\_ Other: Please Specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Signature+, Date

[ ] By checking this box I agree to waive my right to inspect or review oral or written letters of reference.

+ An electronic signature is acceptable provided this form is sent from your Carleton College

email address. Otherwise, a handwritten signature is required. The form can then be

scanned and sent from any email address or mailed.

**Informational Questionnaire for Reference Letters**

The purpose of this form is for you to give me the information I need to write a strong, detailed letter of reference for you. The extent to which you take care to answer the questions completely and thoughtfully in a detailed way will likely determine how well I will recall information about you that will help me write the strongest letter I can. If you are hoping I will remember something, I probably won’t without a reminder! (Note: Although you can use this form for multiple letter writers, you should personalize the items highlighted in **bold** for each individual writer.)

1. What name and pronouns would you like me to use? (How would you like to be known professionally or if you were to publish something? Think about the future: Would you use your full legal name? Middle name vs. middle initial? Have you used a nickname, westernized name, or a transliteration?)
2. **Under what circumstances did we first meet? (Select what is most appropriate)**

Course/Term/Year:

Research/Term/Year:

Pre-engineering/Term/Year:

Other (please explain)/Term/Year:

1. Fill out the “recommender checklist” spreadsheet (linked off of the page where you downloaded this document) with a list of all of the institutions/jobs you are applying to. Follow the directions in the spreadsheet, and provided all requested information in the format requested.
2. What is your GPA?

Overall:

Physics Major (including math):

Other Major (please specify):

1. Provide the course number, course name, instructor, and grade for every physics and math course you have taken at Carleton.
2. (optional) Attach an unofficial transcript. This is most helpful for graduate school and fellowship letters.
3. **Have you worked for me as a student worker? If so, what terms, what courses, and in what capacity?**
4. **Have you worked with me on research? If so, list what terms, what projects, any significant achievements.**
5. List any other campus (or off-campus during the school year) employment relevant to the position(s) you are applying for.
6. For items 7-9, are there any activities that you are involved in that do not seem relevant to the positions you are applying for on the surface, but that you feel have provided you valuable experiences, skills, character-building activities, etc. that you feel are relevant? If so, please list and explain why you feel these experiences are still relevant. Examples might be development/demonstration of qualities of leadership, perseverance, organizational ability.
7. List any relevant work experience during summer or winter break to the position(s) you are applying for.
8. List any relevant extracurricular activities to the position(s) you are applying for.
9. Are there particular strengths or weaknesses on your transcript that should be emphasized or clarified? (e.g., have you done a lot of work in another area, such as foreign language or music; did you have a difficult transition to college; have you taken courses to develop certain skills such as writing, public speaking, etc.)?)
10. **Is there any specific evidence of your ability to communicate well in speaking and/or writing that I would have observed directly (e.g., a class presentation or paper, a department summer research talk, etc.)? Please provide one or two *specific* examples.**
11. Is there any other specific evidence of your ability to communicate well in speaking and writing (e.g., exemplary on writing portfolio, public speaking experience, writing for the Carletonian or other publications, advanced rhetoric courses)?
12. **What do you perceive as your major strengths? Can you provide specific examples/manifestations of this strength that I have observed?**
13. What are your immediate and long-range goals? What is motivating you to apply to these positions? What do you want to do in the future that you hope this position will prepare you for?

These remaining two questions are probably the most important questions on this form. Because you likely have multiple individuals writing letters for you, it is important that together we give the employer or program a complete, coherent picture of who you are as a person, student, researcher, employee, colleague, etc. No one letter writer can answer all the questions that an employer or graduate program would want to know about you. So here is your opportunity to help me focus on what aspects of you I can speak to that other letter writers might not be able to speak to so that together we can help fill in a more complete picture of you!

1. **What do you feel I can speak to that your other recommenders might not be able to talk to. Are there particular ways that I have seen you change/grow?**
2. **Is there anything else that might (or might not) be included to bolster your application? Remind me of the details of talks or projects or any other relevant special interactions with me.**

Please stay in touch with me/the department about how your applications go. Whether it’s telling me about the programs you got in to and where you are choosing to go. (You should share this with Trenne as well so that the department can keep track of general acceptance trends in the department.) Or maybe telling Trenne about a program that does or does not have flexible start dates to account for the fact that Carleton gets out late. You can also contact me or others in the department if you are having problems at your job, REU, or grad school program. We will be happy to provide advice and support where we can.

Best of luck on your applications!