Information for a Letter of Recommendation
to be written by Dr. Craig S. Hood, Biol. Sci.

Dear Current or Former Student,

Serving as a reference and writing letters of recommendation for entry into graduate / professional school programs, or to obtain a job is an important part of the job of a university professor and it is one that I take very seriously. To write a good (professionally ethical, accurate, and effective) letter, I need to really know you well. This is why it is very important that we have interacted during your career here at Loyola in one of more of the following ways –

a). you have taken one or more courses with me as your instructor
b). we have worked together on a research project
c). I have been your academic advisor.
d). you have worked with me as a workstudy student.

The idea is that if we have worked together in these ways, it is likely that I will know what your academic skills and potentials are for succeeding as a professional biologist and – most importantly – can write about those things in detail and in extremely positive ways. Also, graduate and professional admissions offices and employers want to know about and applicant’s personal characteristics – is the person trustworthy, ethical, responsible, do they do their work on time, and do they speak honestly about themselves and others. If I don’t feel I know you well enough to write about you in depth, then I reserve the right to decline to write a letter for you.

To ask me for a letter or to serve as a reference …

Presuming that I do indeed know your well (as described, above), you need to contact me in person or by e-mail and describe what you are asking me to do (serve as a reference, write a letter, etc…). You need to provide me with the following –

a). my simple form (see attached).
b). any forms that I need to use [some places have special forms to use]
c). the deadline for when the letter needs to be received, and by whom.

I’ll get back to you quickly to tell you if I can serve as your reference and write the letter. If I agree to write you a letter, feel free to check back with me (by e-mail is fine) about a week before the deadline to make sure I didn’t forget the deadline date.

Tell me about the result …

You are responsible for getting back to me to tell me about what the final result of your application. Did you get accepted / made an offer? Did you decide to accept?... and so on.
By signing below, I am **waiving the rights** accorded by the Family Education Rights and Privacy Act (FERPA) concerning release of information about my academic record. I am providing academic information that Dr. Hood can use to write a letter of recommendation on my behalf in application for entry into a program or job /position that I have requested. I also agree that my grade point average and grades and performance in specific courses can be described in the evaluation.

Signed ______________________________

Today’s Date: ______________________

Your full name: ______________________________

E-mail address: ______________________________

Phone number: ______________________________

Loyola CWID (if you have one): __________________

*(this is NOT your SSN !!)*

**Your Loyola Status:**

When did you start here __________________________

What is your major ______________________________

When do you expect to graduate____________________

**or**

When did you graduate __________________________

Anything else? :
About this recommendation/reference:

When is the deadline for this recommendation? ______________________________

What is the name of the program or position that you applying for?  
[e.g., Ph.D. program in Conservation Biology at Stanford University]

Who is contact person or office I should send the recommendation to? Include address or FAX # where the recommendation should be sent. [if this is on a special form, just give me the form]

How will applying for this program or position help you achieve your career goals?

Confidentiality of the letter: By signing below, you are indicating whether you waive the right to see the letter of recommendation.

check one of these boxes:

☐ I waive the right to review the letter of recommendation

☐ I do not waive the right to review the letter of recommendation

Signed ______________________________