

# biological sciences

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## 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 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 you 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.

Loyola

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

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 \_\_\_\_\_