

## **Lindsey Dillon's policy on Letters of Recommendation (9/2018)**

I take writing letters of recommendation for students very seriously. My letter writing process takes time (especially if you haven't asked me for a letter before), and I require a number of materials that help me write a tailored and effective letter—one that speaks to your talents and strengths, and why you are a good fit for a particular program/job/fellowship/etc.

In asking me for a letter of recommendation, please follow these guidelines:

### **Advance notice**

- If this is your first time asking me for a letter of recommendation, I require one month (or four weeks) *minimum* advance notice.
- If I've written you a letter before, I ask for a three-week *minimum* advance notice.
- The more advance notice you can give me, the more time I can spend with your materials and with the writing process. It's to your advantage to give me a significant amount of time.

### **Materials**

- At a minimum, I require your (a) CV or resume, (b) unofficial transcript and (c) any work you did in the class(es) you took with me.
- Depending on the application, I will ask for other materials (papers you wrote on specific topics, chapters of your dissertation or publications you have, etc.). Please send all of these promptly.
- The web page link/email address to send/upload the letter.
- When asking for multiple letters (e.g., for graduate school or for an academic job), please know that I carefully tailor letters for each program or job position. That requires work and time on my end. Please make this task easier by sending me the following:
  - Links to each different program/job to which you are applying.
  - Each application (you should also be tailoring your application, to make a case for a good "fit").
  - If you haven't made it clear in your application already, a separate document for each school or position explaining why you want to be in that particular institution.

The take home message here is that the more advance notice you can give me, and the sooner you can send me all necessary materials, the better chance I have to write you an individually tailored, thoughtfully worded letter. Please remember that I am juggling numerous commitments and often writing letters for multiple students at the same time. The best thing for *you* is put yourself on my work calendar early, and give me enough time to do a good job!