

## **Instructions for Requesting Letters of Recommendation**

Please request letters of recommendation significantly in advance of when they are due. If you ask me less than two weeks before the letter is due, it may not be possible for me to complete it in time for your deadline. This is especially true when the semester is not in session, as I may not be on campus.

1. If you would like me to write a recommendation letter for you for graduate school, please make sure you have talked to me about this by November 1st (ideally as soon as possible since many fellowships are due early).
2. While writing a letter, the more information I have on-hand regarding your academic background and your interactions with me, the easier it will be for me to write a very strong letter. Don't be shy in describing your interactions with me or detailing your academic achievements. For example, if you won a very competitive undergraduate award, let me know. If you don't, I won't be able to tell!
3. As most recommendation letters have to be submitted electronically, you should use the email address [pande.references@gmail.com](mailto:pande.references@gmail.com) as you fill in the required forms. The reference part of all of your forms should be filled in and emailed before the Thanksgiving break.
4. By the Monday before Thanksgiving please send me (copying [benjamin.king@yale.edu](mailto:benjamin.king@yale.edu) and [pande.references@gmail.com](mailto:pande.references@gmail.com)) a zip file containing the following information:
  1. Your CV
  2. Your undergraduate and graduate transcripts
  3. A word file which includes:
    - i. A short paragraph description of the key aspects of your academic background. If the graduate degree is different from your undergraduate major explain the transition and how your undergraduate courses have prepared you. If you have done poorly in courses which are relevant for your application then please explain that as well and describe how/whether other courses remedy for it.
    - ii. A short paragraph description (2-3 sentences) of why you want to pursue a PhD
    - iii. Your interactions with me. If you worked as a RA please include a short paragraph on what you did.
    - iv. Any other information that you think I should highlight in the letter that could help you get admitted.
    - v. Instructions for submission (online/hard copy, deadlines).
5. If your letter has not been submitted two days before it is due, please send me an email copying my assistant, Ben King ([benjamin.king@yale.edu](mailto:benjamin.king@yale.edu))