

Students Requesting Recommendation Letters

Choosing me as a reference:

I am happy to write letters of recommendation for students who did well in one of my courses, worked with me as a teaching fellow or research assistant, or have me as an advisor or committee member. In general, a recommendation letter should be written by someone who knows you and your work well. Make sure that I am the right person to write your letter. I will tell you if I cannot write you a strong letter.

Requesting the letter:

If you decide to request a letter from me, please email me (cc to Wendy Angus, wendy_angus@gse.harvard.edu) at least two weeks before the deadline. I will let you know as soon as I can if I will be able to complete the letter on time.

With your email, please include the following attachments:

- a brief description of the fellowship, grant, or job you are applying for, including any specific instructions they give for letters of recommendation
- current curriculum vitae
- a brief memo describing elements of your work and/or activities that you think are relevant to the letter and that I might emphasize
- the personal statement and/or proposal you are submitting as part of your application

Submission of the letter:

In your email, please include the date the letter is due and submission method (i.e. hard copy or electronic). Please use Wendy Angus' email address for any electronic submissions: wendy_angus@gse.harvard.edu.

Follow-up communication:

Please send me a short reminder email (with cc to Wendy Angus) one week before the deadline.