

## INFORMATION NEEDED FOR WRITING A LETTER OF RECOMMENDATION

Provide all of the following questions as honestly as you can. The information you furnish will be used to enhance your letter of recommendation.

1. Name: \_\_\_\_\_ Tel #: \_\_\_\_\_ e-mail address: \_\_\_\_\_
2. What is your major?
3. What are your main interests? Were these interests fulfilled in your undergraduate work?
4. What is your planned graduate work?
5. What will be your contribution to society?
6. Do you have any special skills, characteristics, talents, etc...?
7. What are your weaknesses or liabilities?
8. Do you belong to or have you been an officer of any clubs or organizations?
9. Do you have any other extra curricular activities?
10. What would you like disregarded in your transcripts and/or this recommendation?
11. Why did you choose UCI?
12. What is your greatest accomplishment at UCI?
13. List any other important accomplishments.
14. What do you think your letter of recommendation should emphasize about you?
15. When would you like your letter of recommendation mailed? To whom?
16. Give yourself a letter grade (A-F) to rate your skill in each of the following categories – Please be honest – I will highlight the positive and disregard the negative in your letter.  
Initiative [ ] creativity [ ] motivation [ ] verbal communication [ ] written communication [ ]  
interpersonal skills [ ] persistence [ ] adaptability [ ] integrity [ ] empathy [ ] judgement [ ]  
reliability [ ] ethics [ ] leadership ability [ ] attention to detail [ ]

Please bring the answers for the questionnaire and the materials listed below about 6-8 weeks before you want the letter written:

- a) a copy of your transcript with the courses you took with me highlighted (directly from Registrar, *not from Webreg* – it does not have to be an official transcript.)
- b) your picture
- c) Waiver form from the Biological Sciences Student Affairs office or other letter writing service
- d) a copy of personal statement
- e) any other pertinent information (personal history, clinical or research experience, resume, etc.)
- f) a stamped envelope with the following return address:

Susan M. King, Ph.D.  
1102 Natural Sciences 2, Department of Chemistry  
University of California  
Irvine, CA 92697-2025

Thank you for your candid responses!

Susan M. King  
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