

Date: _____

NOTE: I only write letters of recommendation for students with whom I have had ample positive interactions and who have earned at least a B in my courses.

If this is you, please provide me with a personal statement, if you have one, and the following information to help me in writing your letter.

Name:	Address:
Student ID:	
Year in School:	
Email Address:	Phone No.:

1. If you took a course from me, provide the name of the course (e.g. MBIO 3010/3032), the semester when taken and the grade you earned (e.g. MBIO 3010, Fall 2006, B+) Give any reasons for not having done well in a particular semester, e.g. illness, death in the family, etc. during that semester.

Courses and grades:

Course	Grade

2. What is your overall GPA at CSU Stanislaus?
3. Include a personal statement of your future goals, if you have one. If you don't have a personal statement, tell me why you want to apply to the professional school, graduate program, or job.

4. What is the purpose for the letter (e.g. is it an application to a medical school, dental school, pharmacy school, graduate school, job, etc.?).

5. List jobs you have held including tutoring, e.g., clerk, Lucky Store; tutored biology students; summer job at Genentech; etc.

:

6. List internships, tutoring, and volunteer jobs you have held. Organization and city, e.g. research at Immunology Department, UCD Medical Center, Sacramento; Dental Office with Dr. Smith; tutored in mathematics, biology, etc.

7. Organizations, clubs, honor societies, etc. Any leadership roles you have held, e.g., Chairperson, President, Vice-President, Secretary, Treasurer, etc.

8. List hobbies, sports, music, reading, going to movies, concerts, plays, etc....things you like to do when relaxing, etc.

9. When is (are) the deadline(s) for the letter(s) of recommendation?

Deadline(s):

10. To whom do I send the letter? List the Chair of the Admissions Committee (if there is one), names of the schools and their addresses. Name and address of company, person in company to whom the letter should be addressed, etc. If you wish the letter to be sent to your home address, it will be sent as a confidential letter, sealed and signed.

Please call me at 209-667-3649 or contact me by email at mlthao@biology.csustan.edu to schedule a 10-20 minute appointment after you have sent me the above information. My office is in N270.