

**Department of Psychology  
Northern Kentucky University**

**Letter of Recommendation Request Form**  
*(revised Fall 2007)*

Name (print): \_\_\_\_\_

Last 4 Digits of Your Social Security Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Dear Student:

Letters of recommendation are an important part of any job, scholarship, or graduate school application. When approaching a faculty member regarding a letter of recommendation, ask whether he or she can “write you a strong letter of recommendation.” The faculty members that you ask to write your letters want to be able to write you a letter that will give you the best chance at achieving your goals. To ensure that the persons who write recommendations for you have sufficient information to do so, the Department of Psychology asks you to submit materials that document the information requested in this form. It is your responsibility to give a copy of these materials to each faculty member writing a letter for you *and* to give each faculty member these materials *at least* 3-4 weeks prior to the deadline. If a recommendation form is included in your application package, be sure to complete the part of the form that is your responsibility before giving it to the person writing your recommendations.

**CONFIDENTIALITY OF REFERENCE:**

\_\_\_\_\_ I waive my right to review this evaluation.

\_\_\_\_\_ I do not waive my right to review this evaluation.

**PERMISSION TO RELEASE INFORMATION:**

I, the undersigned, hereby give permission to the faculty member writing this letter to release information found in my academic records. The faculty member has permission to comment on my performance in class, my GPA, and any other factors pertinent to my application.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Department of Psychology  
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**Information for Letter of Recommendation**

- 1a. Overall GPA
- b. Psychology GPA

[NOTE: Please attach a copy of your unofficial transcript that is available on Norse Express. On your transcript, be sure to highlight the psychology, natural science, and mathematics courses you have taken.]

- 2a. Verbal, Quantitative, Analytical GRE scores (if known)
  - b. Psychology Subject GRE score (if known)
- 3. Please list any honors and awards you have received (e.g., scholarships, honor societies such as Psi Chi, NKU Honors Program, member of the Psych Bowl team).
  - 4. Describe the research that you have been involved in either independently and/or with faculty. Specifically, identify your supervisor, whether the work was a class project or done out-of-class, the title of the project, and list your role on the project (i.e., your duties and responsibilities). Feel free to use the format below.

Undergraduate Research Assistant

Supervisor: Dr. Robin Bartlett

Project Title: Errors in Children's Eyewitness Memory

Duties: Literature search, project conceptualization, data coding and analysis.

Research Methods Course (PSY 210)

Instructor: Dr. David Hogan

Project Title: Family Attachment and Stress

Duties: Project conceptualization, prepared surveys, participant recruitment, IRB protocol, data collection, coding, analysis, oral and written presentations.

- 5. List any published papers and/or conference presentations (at on-campus events, local, regional, national conferences) that resulted from your research. Please use APA style.

Dennemann, E. A. (2003, April). Illusory biases in legal judgments. Poster presented at the Celebration of Student Research and Creativity at Northern Kentucky University, Highland Heights, KY.

- 6. Describe any teaching experience you may have acquired (e.g., academic tutor, supplemental instruction student leader).

7. List any student organizations you belong to or have belonged to and be sure to indicate any offices you held within these organizations (e.g., president, treasurer).
8. List and describe any leadership roles you have had other than in student organizations (e.g., work, civic groups, etc.).
9. List other student activities in which you have participated or volunteer experiences.
10. Describe any additional strengths or characteristics that you feel make you a good candidate for graduate school, this job, scholarship, etc.
11. If you have written a career goals letter or autobiographical statement for graduate school, please submit it with your materials. If not, please state your professional goals including the area of psychology you wish to study.
12. Be sure to include a list of the programs to which you are applying along with their application deadlines. In addition, be sure to include stamped, pre-addressed envelopes for all letters.