



School of Chemical, Biological and Environmental Engineering
Oregon State University, 116 Johnson Hall, Corvallis, Oregon 97331
T 541-737-4791 | F 541-737-4600 | <http://che.oregonstate.edu>

Letter of Recommendation Request from Faculty – Recommended Information

Full Name

Student ID

Major

Current GPA (and number of credits)

1) **Current Resume/CV** (should include work history if you have any and also high school information such as GPA, graduation rank, primary activities, etc.)

2) **Information you want highlighted in the letter (and that they usually ask for in the letters):**

Strengths

Weaknesses

Paragraph – Assume you were writing a letter about yourself and you had to say something that distinguishes you from the 100 other applicants. What would you highlight in your background (it certainly could be something related to your strengths above, but also primary activities, clubs, volunteering, work experience, etc.). The professor will use what you give me and add/subtract to it as needed.

3) **List of programs, graduate schools, scholarships etc. you need letters for.**

a) Program name and web site if available

b) DUE DATE....please allow for a MINIMUM of one week for a new letter.

NOTE: Once that first letter has been written, submitting additional one(s) is not as difficult, but please let the professor know in advance when you will need them. Turnaround on additional letter(s) will vary by professor, but *may* be somewhat quicker.

Information for YOU usually required for online forms

NOTE: most professors will prefer online or email submissions!

[*Professor's Full Name*]

[*Professor's Title – Assistant Professor, Associate Professor, Professor*]

School of Chemical, Biological, and Environmental Engineering (CBEE)

Mailing Address: 116 Johnson Hall, Corvallis, OR 97331

Phone: [*Professor's phone #*] Fax: (541) 737-4600

email: [*Professor's preferred OSU email address*]