

## Suggestions when asking a professor to write you a recommendation for graduate school or a job:

(ALL work mentioned should take place during the time at PC.)

### Things we need:

1. Names of universities you are applying to including: degree program you are applying for, department, application mailing and email address, pertinent telephone numbers, and stamped addressed envelopes (if recommendations have to be mailed)
2. List of application/ recommendation deadlines.
3. *Short Resume* of theater department classes you have taken and the grades you received in those classes, roles you have played and/or production work you have been involved in at PC, as well as:
  - Any theatre work you have done off campus
  - Any awards you have received while in college
  - Any work study experiences with the department
4. An unofficial college transcript (you can get this online)
5. A short “suggestion” of what you want the recommender to focus on in the recommendation, ie academic strengths and achievements, discipline, responsibility, maturity, willingness to work hard, success in particular roles or positions, outside work done during college years. *Include specific information.*
6. Please present recommendation requests in a timely fashion so professor has plenty of time to prepare a strong statement/ letter on your behalf.