Dear Students:

If you would like me to provide a recommendation or write you a letter of recommendation, please make sure that you received a **B+ or better** in one or more of my courses. (Keep in mind that the more courses you take with me and the more project you complete, the more effectively I can write about your achievements.)

I only provide **two specialized recommendation letters** and any letters after that will be written in a generic form with minor tailoring, etc.

I need at least **two months’ notice** before the recommendation is due, so if you know you will need one from me but do not have all the details yet, please contact me at least eight weeks out from the due date.

Submit your request by filling out the application on the next page and emailing **it with a word document of your current résumé** to allen.brizee@slu.edu. **I won’t be able to review partial applications.** Please also note in your email request if you would like to meet with me to discuss your letter or the position, award, etc., in person.

Note: I try to provide as many recommendations as possible for students who qualify and who submit the correct documents within the timeframe outlined above. Please remember, however, that submitting a request for a recommendation does not guarantee that I will be able to complete the recommendation. If I can, I will contact you within a week of submission to let you know if I can complete your recommendation.

Thanks,

**Dr. Brizee**Email: allen.brizee@slu.edu

**Name:**

**Email Address** (if you are graduating, please make sure the address you provide will be valid post-graduation):

**Degree Program (Major and Minor):**

**Anticipated Date of Graduation:**

**Overall GPA:**

**Major GPA:**

**Can your class grade(s) and GPA (to the extent applicable) be included in the letter?[[1]](#footnote-1)**

|  |  |
| --- | --- |
|  | Yes |
|  | No |

**Purpose of Letter:**

|  |  |
| --- | --- |
|  | Job Application |
|  | Graduate Program Application |
|  | Other (please describe): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Letter Due Date (MONTH/DATE/YEAR):** \_\_ / \_\_ / \_\_\_\_

**Where are you applying?**

**Where do I need to send the letter?** (Please be very specific and provide all necessary contact information, including mailing address and to whom the letter should be addressed.)

**Description of the program/position/school/award, etc., (with relevant web links) to which you are applying.** Please also include any guidance and/or required forms provided by the school/organization that I, as the recommender, am required to complete.

**Why are you applying to this program/position?**

**Complete the table below with the name, year, semester, and grade of the courses you took from me as well as the name(s) of the projects you completed in the course that you would like me to reference**. Please also attach a copy of the project(s) you would like me to reference in the letter to this form or included in the packet of materials you provide when you submit your request packet to me.

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Name** | **Year/Semester** | **Grade** | **Project(s) Description** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. By selecting checking the “yes” box, you are authorizing me to release any information from your education record (e.g. grades) that is deemed appropriate for purposes of the recommendation or evaluation. [↑](#footnote-ref-1)