**Recommendation Request Form**

**Prof. Jason Cons**

**Instructions:** Please fill out this form to the best of your ability. Please provide any additional information that would be helpful to me in writing your letter of recommendation (e.g., your CV). NOTE—you should complete this form NO LESS than two weeks before the due date for a given letter *especially* if you want feedback on your application. If you don’t complete this form within two weeks, I can’t guarantee that I will get it done by the deadline, though I will try. NOTE 2---This form is not a substitution for meeting with me to talk about this in person. That is also highly recommended.

**Name: Due Date for the Letter:**

**Name of the Program to which you are applying:**

**Program URL:**

**Name of the position for which you are applying:**

**Position URL:**

**Description of the position (if link is not available):**

**Is there a written application for this position: \_\_\_\_\_Yes \_\_\_\_\_No**

**Have you provided me with a copy of your application \_\_\_\_\_Yes \_\_\_\_\_No**

**If not, why or when do you plan to do so?**

**Do you need feedback on your application (please provide *as least* two weeks lead time if so): \_\_\_\_\_Yes \_\_\_\_\_No**

**Form of Submission for the letter: \_\_\_\_\_Hard Copy \_\_\_\_\_Electronic**

**Location where the letter should be submitted** (URL or Physical Address. Please indicate if the program you are applying to will send me an email with specific submission instructions)