**Introduction**

In order for me to write an effective letter, I will need the following information. Please submit these materials including this checklist at least two weeks before the deadline.

**I. Name and Contact Information**

* Your name (as I know you):
* Your name as it will appear on your applications:
* What are some notable things I might remember about you?
* Your email address:

**II. Academics**

* What is your major?
* Do you have any minors? If so, in what?
* What is our overall GPA?
* What is your Psychology GPA?
* What are your GRE (General) scores and percentile?
* What is your Psychology GRE (Subject) score and percentile?
* List the course name(s), grades received, and semesters for which you were my student:
* If you wrote a paper or papers for my course, what was/were the titles and grades received?

**III. Notable Accomplishments & Extracurricular Activities**

* List any scholarships or awards that you have received here:
* Describe relevant academic, research, teaching, community, or volunteer experiences (1-2 sentences each):
* Are you the first person in your family to attend college?

**IV. Attached Supporting Documentation**

* Resume/CV
* Unofficial Transcript
* A list of the schools or scholarships that you are applying to that includes the (a) program name, (b) due dates, and (c) method of delivery (emailed or mailed).
* Your statement for the scholarship, award, graduate school, etc..

**V. Formatting**

* All materials should be combined to a single document that includes your name in the file
* Forms requiring signatures should be left in my mailbox.