**Introduction**

In order for me to write an effective letter of recommendation, I will need the following information. Please submit these materials including this checklist to [zmello@sfsu.edu](mailto:zmello@sfsu.edu) at least two weeks before the letter deadline.

**I. Letter of Recommendation Deadline**

I acknowledge that the letter deadline is at least two weeks out from the date of my request.

**II. Name and Contact Information**

Your name as I know you:

Your name as it will appear on your applications:

What are some notable things that I might remember about you?

Your email address:

**III. Academics**

What is your major?

Do you have any minors? If so, in what?

What is your overall GPA?

What is your Psychology GPA?

What are your GRE (General) scores and percentiles (if you have one)?

What is your Psychology GRE (Subject) score and percentile (if you have one)?

If you have taken any of my courses, list the course names, the semesters during which the courses were taken, and the grades received (e.g., PSY 430, Fall 2019, A):

If you wrote any papers for my course, what were the paper titles and grades received?

**IV. Notable Accomplishments & Extracurricular Activities**

List any scholarships or awards that you have received at San Francisco State:

Describe relevant academic, research, teaching, community, or volunteer experiences (1-2 sentences for each):

Are you the first person in your family to attend college?

**V. Attached Supporting Documentation**

Resume/CV

Unofficial Transcript

A list of the schools or scholarships that you are applying to that includes the (a) program/scholarship names, (b) due dates, and (c) instructions for submitting the letter:

Your statement for the graduate school, scholarship, award, etc.

**VI. Formatting**

All materials should be combined into a single electronic document that includes your name in the filename (e.g., LastName LOR Request).

Until further notice, electronic signatures will be provided where necessary.