

Recommendation Letter Policy

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To ensure that I can write the best possible letter for your application, I strongly recommend that you follow these guidelines below. But before that, please ask yourself if I am indeed the right person to write the letter. Note that I only write letters for people who I have had substantial interaction with (e.g., multiple classes, co-author, advisee, etc.).

1. If you think I am the correct person, please send me an email as soon as possible along with the deadline. I recommend attending office hours to discuss your future goals. During our conversation, I will have an opportunity to get to know you more or learn about your current situation.
2. Provide as much information as possible. I encourage you to include the following information as it pertains to your applications:
 - Personal statement
 - Research statement
 - Resume or curriculum vitae
 - An outline (i.e., bullet points) of your strengths, primary objectives, or things you want me to highlight in the letter
 - Grades or GPA (if relevant)
 - Any special requirements of the letter (length restrictions, etc.)

Providing this information will allow me to write the strongest letter possible for you, and it will ensure that your application is strong and cohesive.