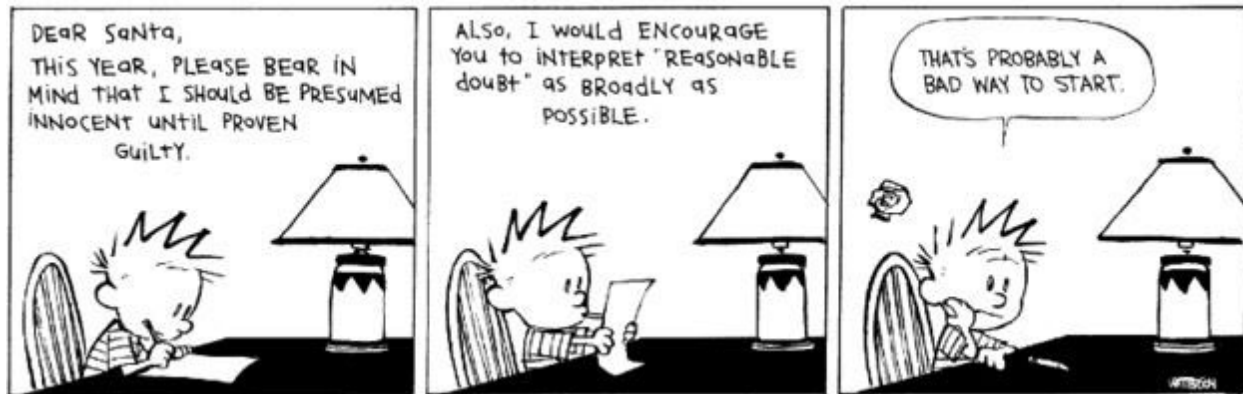


## Professor Bloch Rubin's Guidelines for Letter Seekers



### So, you want a letter of recommendation...

#### Getting started:

- I need at least three week's notice to write a good letter of recommendation. If you need multiple letters, please give me a month's lead time.
- My general rule of thumb is to write letters only for students who have taken at least one class with me and who have received a final grade of B+ or higher. This is because I prefer to write only favorable letters, and your grade is a rough indication of the work I am in a position to evaluate positively. If that doesn't apply to you, but you have reason to think I would nevertheless be a good recommender, let's talk.
- I will not write you a letter unless you have waived your right to read it.

#### So far, so good:

- At least three weeks before the due date, please send me the following materials:
  - i. A copy of your resume and/or an unofficial transcript
  - ii. A description of the program to which you are applying along with a clear description of the deadline. This should include the date the letter is due and the time (if specified). For letters in hard copy, please be sure to flag whether the deadline is for the date by which the letter is postmarked or received.
  - iii. A draft of your application essay or a short memo explaining your reasons for applying and the qualities that you think make you a strong candidate
  - iv. A signed confidentiality/waiver form (if one is provided for paper submission)

#### Fill me in:

- Get into the program of your dreams? Land a great job? Let me know! I wouldn't be writing you a letter if I didn't care.