Bard CEP
CENTER FOR ENVIRONMENTAL POLICY

Faculty Recommendation Request

Instructions: Fill out the information below and email this form, along with your resume (or CV) to the relevant faculty member.

1. Name:
2. Date:*(mm/dd/yyyy)*
3. Name of organization you are applying to:

    a. Organization's website:

4. When do you need the letter to be sent out? *(mm/dd/yyyy)*
5. Is the due date at least 2 weeks away? *(yes or no)*
6. If the due date is less than two weeks away, explain reason(s) for short notice:
7. Summarize the job description: *Write three to four sentences describing the job you will be expected to do. Feel free to copy and paste a few sentences from the website of the organization.*
8. Explain why you think you are a good fit for this job: *Be brief and succinct in your answer. Try and base your response on the accomplishments stated in your curriculum vitae.*

9. Explain why you think this job is a good fit for you: *Be brief and succinct in your answer. Be sure to explain how this job fits well with your interests, your future goals and your intended career options.*

10. Highlight your strengths that you would like me to focus on for this letter: *Feel free to include phrases that you would like me to include. Enclose relevant phrases using quotation marks.*

11. Send this form, along with your Resume, to the appropriate faculty member. *Please give at least two weeks for he/she to complete your letter of recommendation, otherwise, please explain why you are unable to do so in question 6, above.*