

## Information That Will Enable Me to Write You a Strong LOR for Graduate School

Your name: \_\_\_\_\_

Classes you took from me and the grades you earned: \_\_\_\_\_

In what other capacities have you known me (e.g., as my student, my TA, etc.)? \_\_\_\_\_

The results of a survey of 143 graduate programs in clinical, experimental, and industrial-organizational psychology (Appleby, Keenan, & Mauer, 1999) indicated that the following skills and characteristics (listed in order of their rated importance) are what these programs are most interested in learning about candidates from LORs. One of the most successful ways in which you can convince a graduate school admissions committee that you possess these skills and characteristics is to have the people who write your LORs describe you as a person who possesses them. To help me write the strongest letter I can for you, please provide me with a specific example of something you have done during your college career that will allow me to say that you possess these skills and characteristics and will also allow me to support my statement with specific evidence. For example, if you want me to say that you possess "teaching skills/potential," you may want to describe how you created a variety of types of test questions in your Psychological Testing class, the oral presentations you made in your classes, and the fact that you volunteered to teach one of my classes while I was at a convention. It is unnecessary to fill in all the blanks; no one possesses all these skills and characteristics. Give this task some careful thought. Your time will be able to write you a stronger letter.

Motivated and hardworking	Creative and original
High intellectual/scholarly ability	Strong knowledge of area of study
Research skills	Strong character or integrity
Emotionally stable and mature	Special skills (e.g., computer or lab)
Writing skills	Capable of analytical thought
Speaking skills	Broad general knowledge
Teaching skills/potential	Intellectually independent
Works well with others cv	Possesses leadership ability