

If you're planning on asking for a letter of recommendation, consider the following:

1. You must have gotten an A in one of my courses (92%+ are the strongest letters). And even better if you have taken two or more classes with me (not a requirement).
2. Allow a minimum of 4 weeks for me to complete letter requests.
3. You must provide complete addresses to all institutions (spell checked and error checked – I will not edit these.)
4. Any institutions that offer an online option will be completed online.
5. I will not send letters to you, only directly to the institutions.
6. All letters (except online submissions) are sent on college letterhead stationary and in college envelopes. They are signed and sealed for security and privacy.
7. I will not send a bad letter. If I agree to write you a letter, you can be assured that it will say something positive, but remember that I am staking my reputation on my recommendations. I do describe attendance patterns, class participation, group interactions, test/assignment performance and overall grade in the class. I describe my overall impression of your ability to perform in nursing or graduate school and my sense of how you will perform professionally.