**Information for Letter of Recommendation from Dr. Dolly Rojo**

Please complete the below question so that I may write you the strongest letter possible. Even if you and I have been in consistent contact recently and I likely know you well, it is helpful for me to have all of this information down on one page.

1. Your full name:

2. First name you prefer to go by:

3. Pronouns you use to describe yourself (i.e. “she” or “he” or “ze” or “they”?)

4. Which profession/position/program you are applying for (if more than one, please list all of them)? Please use the correct and official name.

5. What is the due date for this letter?   If applying to more than one program/position, please list all due dates.

6. How will I be sending your letter (e.g., you will provide me with postmarked envelope; I will be sent a URL link to upload my letter online)? If applying to more than one program/position, please list submission format for all programs/positions.

7. What is your major(s) and minor(s)?

8. Are you a first-generation college student (first in your family to go to college in U.S.)?

9. When did we first meet (what semester and year; e.g., Fall 2020)?

10a. What courses did you take with me and what semester?

10b. What were your grades?

11. In 2-3 sentences, how did you stand out/stand apart from your classmates in the course(s) you took with me?

12.What is your dream goal (what do you want to be when you grow up)?

13. How will the program(s) that you are applying to (for which I’m writing a letter) help you to achieve this career goal?

14. What are the top 3 things that you believe this program/position is looking for? If you are applying to more than one program/position for which I am writing a letter, please list all (and make clear with program/position is looking for which 3 qualities). If program does not list these explicitly, please consider some of the qualities listed below and make your best guess as to which 3 qualities this program/position would really value.\*

15. Do you believe you possess some or all of the above three qualities? Please write one, short paragraph describing an experience that I have witnessed (or a situation in which you and I collaborated), which can attest to one, two, or three of these above (Q12) qualities. *(Examples: You worked on a mission trip abroad, and that I was a part of as well, where you demonstrated your fundamental caring for others and we talked about this at  length).* If you can’t think of interactions with me wherein you demonstrated the qualities that the position/program you’re applying to were demonstrated, it's possible that I may not either, and therefore, I may not be the best person to write your letter :-/

16. You likely have more than one person writing you a letter of recommendation for the same program/position. It’s good for your recommenders to be able to highlight different, great things about you, especially if you know your letter writers in different capacities (e.g., one was your instructor, another was your work supervisor, etc. 🡨we will likely know you in different ways). **Please list one or two things that *only I* can write about, in your letter.**

**\*POTENTIAL QUALITIES THAT A PROGRAM/POSITION IS LOOKING FOR**

Service Orientation: Demonstrates a desire to help others and sensitivity to others’ needs  and feelings; demonstrates a desire to alleviate others’ distress; recognizes and acts on  his/her responsibilities to society; locally, nationally, and globally.

Social Skills: Demonstrates an awareness of others’ needs, goals, feelings, and the ways  that social and behavioral cues affect peoples’ interactions and behaviors; adjusts  behaviors appropriately in response to these cues; treats others with respect.

Cultural Competence: Demonstrates knowledge of socio-cultural factors that affect  interactions and behaviors; shows an appreciation and respect for multiple dimensions of  diversity; recognizes and acts on the obligation to inform one’s own judgment; engages

diverse and competing perspectives as a resource for learning, citizenship, and work;  recognizes and appropriately addresses bias in themselves and others; interacts  effectively with people from diverse backgrounds.

Teamwork: Works collaboratively with others to achieve shared goals; shares  information and knowledge with others and provides feedback; puts team goals ahead of  individual goals.

Oral Communication: Effectively conveys information to others using spoken words  and sentences; listens effectively; recognizes potential communication barriers and  adjusts approach or clarifies information as needed.

Ethical Responsibility to Self and Others: Behaves in an honest and ethical manner;  cultivates personal and academic integrity; adheres to ethical principles and follows rules  and procedures; resists peer pressure to engage in unethical behavior and encourages  others to behave in honest and ethical ways; develops and demonstrates ethical and  moral reasoning.

Reliability and Dependability: Consistently fulfills obligations in a timely and  satisfactory manner; takes responsibility for personal actions and performance.

Resilience and Adaptability: Demonstrates tolerance of stressful or changing  environments or situations and adapts effectively to them; is persistent, even under  difficult situations; recovers from setbacks.

Capacity for Improvement: Sets goals for continuous improvement and for learning new  concepts and skills; engages in reflective practice for improvement; solicits and responds  appropriately to feedback.

Critical Thinking: Uses logic and reasoning to identify the strengths and weaknesses of  alternative solutions, conclusions, or approaches to problems.

Quantitative Reasoning: Applies quantitative reasoning and appropriate mathematics to  describe or explain phenomena in the natural world.

Scientific Inquiry: Applies knowledge of the scientific process to integrate and  synthesize information, solve problems and formulate research questions and  hypotheses; is facile in the language of the sciences and uses it to participate in the  discourse of science and explain how scientific knowledge is discovered and validated.

Written Communication: Effectively conveys information to others using written words  and sentences.

*Keep in touch and let me know about your success! I love to hear from students years later too, it’s the big reward of being a teacher. ☺*