**REFERENCE REQUEST FORM**Dr. Bridgette Kelleher

**INSTRUCTIONS**

Please read these instructions very, very carefully. You must complete this form at least 3 weeks before your first reference should be submitted. Here are steps for submitting:

1. **Complete this form and update your CV.** Title this saved form “LASTNAME\_ReqForm\_ Due XX/XX/XX.” Title your CV “LASTNAME\_CV\_LastUpdated XX/XX/XX”
2. **Submit Forms via Box Link.** Use this link to send me form and resume files on Box. Once you drag a file into this form, you will NOT be able to edit it. Other students also cannot view your files. This link is only accessible to me and deposits your files in my personal Purdue Box account. [**https://purdue.app.box.com/f/2d736d05338a420eb2d1de3c17b45e6d**](https://purdue.app.box.com/f/2d736d05338a420eb2d1de3c17b45e6d)
3. **Put your deadline on my calendar.** Send me an Outlook calendar invite ([bkelleher@purdue.edu](mailto:bkelleher@purdue.edu)) that says “LASTNAME Ref Due” as an **all day event** the day before your first reference is due. I will generally submit all of your letters before this first date, so only one calendar request is needed (even if dates vary by letter). This will show up in my calendar and remind me that your reference is due that day. I will “accept” your invitation to confirm that it is on my schedule. If you are not able to send an Outlook invite, email me a general request and note that you did not send a calendar link.
4. **Trigger reference links.** I will always submit letters electronically if possible. Please note that many schools will not provide me a link to submit your letter until you have initiated the application and entered my information. You must trigger these links at least two weeks before your reference letter is due. Be sure to complete as much information as you can within the reference portals.
5. **Follow-up if needed.** If you have not received a confirmation that I submitted your letter, e-mail me to touch base 2-3 business days before submission deadlines to ensure your reference has been submitted.

**APPLICATION DETAILS**

1. Student Name:

2. Graduation Date:

3. Position/Program/Scholarship(s) you are applying for:

4. Earliest Application Due Date:

6. Briefly describe the program(s) or position(s), including degree level (e.g. MA, PhD) if applicable:

7. What are your preferred pronouns (e.g. he/him, she/her, they/they, etc.)

8. If you worked with other supervisors in my lab, who could best speak to your performance?

**DEADLINES AND SUBMISSION INSTRUCTIONS**

Do not provide any mailing instructions if an electronic option is available. Instead, note whether I email the letter to a human, or the date on which you triggered the link for me to upload the recommendation.

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| Graduate Program | Due Date | Masters, PhD, Other | Method of Delivery | Instructions\* |
| *Example State University* | *12/1/16* | *PhD* | *Paper Only* | *Triggered reference letter link on 11/1.* |
|  |  |  |  | *Email to Dr. Eckhardt at ceck@purdue.edu.* |
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**RELEVANT EXPERIENCE DETAILS**

*These questions are designed to help consolidate the key characteristics that make you a strong match for your intended position. I will consider your responses when drafting my letter; however, the letter will ultimately reflect my opinions and perspective and may or may not include the details you provide in this form. Please note that you are not obligated to provide me with information about your grades, GPA, or GRE scores. However, if you would like for me to comment on this information, please provide the relevant details below. If we only interacted through a class, provide specifics about particular assignments or activities that showcase your strengths.*

1. Please list the semesters/dates in which we interacted and in what context.

1. If you were involved in a research poster in our laboratory, provide details regarding your role on the poster project and where it was presented (if applicable). Be as specific as possible.
2. If you enrolled in a course I taught (not independent study/laboratory courses), briefly describe your key accomplishments/strengths from my class (e.g. wrote a paper on XXX, earned an A, participated regularly)

1. What academic qualities make you a good fit for this position? If you were a student in my class, please provide specific examples about how your academic strengths came through in your coursework and/or participation.
2. What personal qualities make you a good fit for this position? Try to describe an instance where you showcased these qualities in the context of our work together.
3. If your position is research-related, what research-related experiences make you a good fit? Describe experiences both within the lab (if applicable) and in your other activities.
4. If your position is clinically-related or applied in some way, what clinical experiences make you a good fit?
5. What other details are important for me to know? (e.g. special circumstances, connections, diverse experiences)