**Your Name**:

**Due Date**:

**To whom should the letter be addressed**:

**How does the letter need to be submitted**:

**Your educational or career goals**:

**How does this opportunity fit your goals**?

**What positive traits or abilities did you demonstrate in our interactions in class or while at university**?

**Are there certain ideas or topics you want me to emphasize in your letter**?

**Are there weaknesses in your record that you would like me to help explain or minimize**?

Once you have completed the above form, save it with this title: Yourlastname\_rec\_duedateofletter

Email the completed form + your resume or CV to my email @ UCD.