**Letter of recommendation intake sheet for Christina Termini (the letter writer)**

This form was inspired by a resource created by Dr. Dana Miller from the University of Washington.

**Instructions**

Please answer the following questions on this sheet. Save your answers as a .docx file. Please name the file “**LastName\_Year\_LOR\_Request**” (i.e.: Termini\_2023\_LOR\_Request). Send this file along with your current CV (as a PDF file named “LastName\_Year\_CV”) to Dr. Termini at least two weeks before the letter is due. Please send a reminder email to Dr. Termini the week the letter is due.

I understand that it may not always be possible to provide this information to me two weeks before a letter is due – some opportunities come out of nowhere. If I can provide a letter under a shorter timescale, I will, but this may not always be possible.

Please complete one of these forms for every opportunity you request a letter, even if the same letter may be adapted for each. If you are completing this form to obtain a letter for graduate school or medical school applications, please complete the corresponding questions. If not, please ignore these sections.

This questionnaire is intended to help me write the best-informed letter of recommendation for your consideration as an applicant for various opportunities. Please keep this in mind when completing the form.

**Application information**

1. Opportunity name (medical school, summer undergraduate research program at Fred Hutch, UNM PREP program, X scholarship/award/travel award):
2. Link to opportunity announcement:
3. Due date:
4. How should Dr. Termini submit the letter?
5. Email contact for questions about the opportunity:
6. What criteria will be used to evaluate you for this opportunity? (Research experience, communication skills, etc.)
7. Are there particular things described in the program announcement that must be included in the letter? (i.e., a ranking relative to others, etc.)

**Information about you**

1. When did you start working in the Termini Lab, and for how long? (month/year, duration)
2. Did you work closely with anyone else in the lab (for example, a graduate student mentor)
3. Did you join the lab as a part of a program? (SURP, SHIP, PREP, etc.)
4. In 5-10 sentences, please describe your project in the Termini Lab. What did you work on, why was it important/significant, and what did you learn?
5. Have you presented your work from the Termini Lab? If so, where? (i.e., as a poster at ASCB, at an internal symposium).
6. If you have joined another lab since your time in the Termini lab, please describe what you are currently working on. Why is it exciting?
7. Describe 1-2 situations you encountered in the laboratory that highlight why you are a great fit for the opportunity. (i.e., something did not work at first, but you figured out why, coming up with a creative solution to overcome a hurdle, etc.)