Letters of Recommendation from Dr. Darrel Smith, Chair

Department of Physics Embry-Riddle Aeronautical University Prescott, AZ 86301

Students often ask me for letters of recommendation, and I constantly find myself repeating a list of instructions to assist them in their request. I believe it will be to your advantage if you follow the procedure outlined below so I can process your request in a timely manner.

1	oday's date	month	day		year	
S	Student's Name:					
			(please p	print)		
	I've con	npleted	credit l	nours a	nd my GPA is	
	Institution/Company/Organization to whom you're applying If graduate school: Degree Program					
P	Person's name (if any)	?				
r	Address: equired if you're expended to send a paper letter					
V	What is the deadline?	mo	nth _	day	year	_
F	Resumé attached?	Yes		No	(circle one)	
	Or. Smith: I would like for me and: (Circle	you to write a A or C)	letter of re	ecomm	endation on uni	versity letterhea
A	A. Put it in a university <i>Please</i>	y envelope seal	•	_	ature on the sea	ıl.
Е	B. Put it in a university envelope sealed with your signature on the seal. *Return it to me so I may send it.* (This is not an option)					
(C. Respond to the elec- to which	etronic (email) h I am applyin	_	om the	institution or or	ganization
Ι	Just hand me the letter on university letterhead. (This is not an option)					
V	What information would	d you like me t	o include i	n this p	particular applic	ation?
1	My contact information					
1/	ny comact information	phone			email	