

LOR Requirements for Mr. Kotrodimos

If you need a letter of recommendation from me, I need something from you in a word document:

- 1) The address of the place the letter is to be sent. Put the address in block form so that I can cut and paste it into the letter (I realize many of these come from an email, so just shoot me an email)**
- 2) Who the letter should be addressed to (To Whom it May Concern is your worst option, but I'm willing to do it)**
- 3) The website of the organization to which you are applying (if you are applying to a specific department put that department's website down)**
- 4) The school, semester, grade, and year that you and I had any classes together**
- 5) A copy of your current resume**
- 6) If the letter is for a specific college (e.g. engineering, education) tell me who you specifically are thinking about working with at that school AND what specifically you intend to study.**
- 7) A deadline by which the letter must be mailed (not received). If the letter is to be submitted electronically let me know that too.**