

## THEATRE DEPARTMENT POLICY REGARDING LETTERS OF RECOMMENDATION

If you feel that a faculty or staff member is quite familiar with your work we are usually happy to write letters of recommendation. Please realize that this is an important matter and takes a great deal of time to do correctly. Consequently, we have established the following procedures.

1. Submit the request for a letter at least two weeks in advance.
2. Submit a brief letter detailing your plans. Why do you want us to write the letter? This should also include your name, major, minor, and special distinctions not on your resume as well (Honors College student, for example.)
3. Submit a complete and thoroughly prepared, typed resume of your experience. If we only know you from working with you in a production, we'll also need information about your academic performance. This should include approximate g.p.a. and g.p.a. in your major.
4. Submit an addressed, UPS Theatre Arts envelope available in the office. The University will pay for postage, so there's no need to supply a stamp. If you do not have access to UPS Theatre Arts envelope, a regular will do. Or send us the URL for the online letter of application.
5. Be certain all forms required by an employer or graduate school are *completely filled out* first. **Be certain to sign any applications in all appropriate places.** Be aware that it is your legal right to waive or keep your right to see all letters of recommendation.
6. If you decide not to apply, if you change your mind for whatever reason, let us know! There are few things so irritating as writing a letter and then finding out that you no longer require it.

Finally, all of this material should be consolidated, put into a manila envelope with your name on the outside, and delivered in one fell swoop to the faculty or staff member. We won't accept a piece of this or a part of that.