

How to Get me to write you a Letter of Recommendation

Some years I write hundreds of letters of recommendation; getting them all to the right place at the right time is a significant administrative task. It is a task I am happy to do, but in order for me to complete these letters in a timely manner I ask that you please read and follow these instructions. If you fail to do so your letters will not be submitted. Most importantly, **I will not write you a letter of recommendation unless you perform tasks (1) and (2) below at least two weeks in advance of your deadline.**

1. Compile a single **master list** of **all** the places to which you are applying along with the application deadlines – listed in the order which the letters are due – along with clear explanations of what each place requires from me. Email me this list, along with
 - A copy of your CV, a copy of your statement of purpose and (if you are applying to graduate school) an unofficial copy of your transcript (e.g. a printout from minerva).
 - Indicate the website, email address or physical address to which the letter should be submitted along with any other information I may need (password, application ID etc). If the university (or granting agency, application website, etc.) will email me please indicate this on the list.

Please fill in my personal information as follows. My address is *3600 rue University, Montreal, QC H3A 2T8, Canada*. My phone number is (514) 398-1417. My email address is `maloney@physics.mcgill.ca`

2. If necessary, have the university (or granting agency, application website, etc.) email me information about how to submit the letter. Some universities will not send me an email asking for a letter until your application has been submitted. This means that in some cases **you must submit your application at least two weeks before the deadline.**

Please do not make any of these common mistakes:

- **Do not wait until the last minute to have the university send me an email!** I must receive these emails at least two weeks in advance of the deadline.
- **Do not send me a separate email asking for a letter for each place to which you are applying.** Send me **one** email with a master list telling me **all** of the letters you need as well as the information listed above.
- **Do not send me many different versions of your master list.** Do not continually update your list. Only send me your list once it is complete. Send me **one** master list telling me **all** of the letters you need.

Please make sure to perform tasks (1) and (2) above at least two weeks before the deadline! A good time to get me this information is before November 1 for postdoc applications and before November 15 for grad school applications.