Note: I am only able to write you a letter of recommendation if

1. I am a member of your dissertation committee OR you served as a teaching or research assistant for me AND
2. You contact me at least 2 weeks before the first deadline. For job market letters of recommendation, I require 4 weeks of notice. It is your responsibility to provide me with the links, deadlines, and relevant information for submitting my letter of recommendation (send to elizabeth.nugent@yale.edu).
3. How do we know each other, in what capacities and for how long?
4. What is the position or program to which you are applying? Why do you want this position/want to pursue this program? What do you expect to get out of it and contribute to it?
5. Provide more detail on your proposed research project (for job market letters, please focus this section on your dissertation).
	1. What is the core research question? Why is it important?
	2. What is the main argument?
	3. How does your argument differ from existing approaches/explanations?
	4. What cases did you select and what methods do you employ?
	5. What is the table of contents or (anticipated) structure of your proposed research?
6. Provide more detail on your past academic performance.
7. What course have you taken (don’t provide an exhaustive list, but rather highlight coursework that is relevant to your application) and how have you performed in those courses?
8. What classes have you taken with me and how did you perform in those courses?
9. Are there any academic highlights you want me to include in my letter (especially in my class, since I'm on strongest ground speaking about how you performed in my class)?
10. Send me an up-to-date CV/resume as well at elizabeth.nugent@yale.edu
11. Provide more detail on your prior professional experience/training and extracurricular activities.
	1. Are there any professional experiences that are particularly relevant to your application?
12. Why does your academic, professional, and/or personal experience make you especially well-suited for this position/program?
13. Are there any personal qualities and strengths that make you especially well-suited or well-qualified for this position?
14. Is there anything else you’d like me to include or exclude from my letter?