

Letters of Recommendation from Professors:



If an Anthropology Professor agrees to write a letter of recommendation, it is recommended that the student provide the following information organized in a binder:

1. Cover page/Letter
2. Academic information summary page:
 - a. Include overall, major, and upper level GPA
 - b. List of all Anthropology courses completed and grades
 - c. List of all Anthropology courses and grades taken with professor writing letter
 - d. Include GRE scores and the breakdown for each section (if applicable)
3. A copy of student's Audit
4. A summary page of the graduate programs that the student is applying for and ranked order school preference
 - a. Name of school
 - b. List of degree and specialization (i.e. MA in Anthropology with specialization in biological anthropology)
 - c. Main faculty member interested in working with
 - d. Deadlines for receiving letters of recommendation
5. Specific Information for each graduate program
 - a. Summary page
 - i. Important faculty and their interests
 - ii. Important facilities or resources at the Department or University
 - iii. Instructions for letter of recommendations
 - iv. Deadlines
 - b. Personal Statement or Letter of Intent that will be submitted
 - c. The student must complete any recommendation forms required by the specific universities, particularly noting the waiver/non-waiver of contents and signatures.
 - d. Envelopes addressed and stamped
 - i. Make sure the correct amount is on the stamp when mailing international
6. Sample writing
 - a. To be determined by each respective faculty member.



Final Tips and Suggestions:

❖ General Education Program (GEP) Requirements

Complete GEP requirements as soon as possible. These classes are often pre-requisites for higher level courses not only in the Department of Anthropology, but other departments as well.

❖ Get to Know your Professors!

Faculty are always here to help students in any way they can. However, it is difficult to assist someone when the faculty are unaware of whom their students are. Also, getting to know faculty members can be useful in the future when students need letters of reference for employers or graduate schools.

❖ When coming to the department to see a professor, please come prepared! Have the name of the professor, the class, and what you would like to talk to the professor about. The office staff will be better able to help you if we know what you want. We are not mind readers!

