**Anderson – Cummings Lab Recommendation Letter Form**

To write a good recommendation letter, we need to have a lot of information at our fingertips. Help us help you by providing:

* Short answers to the questions below.
* A table of all the schools/fellowships etc. to which you are applying and the deadline for each. Links to the relevant school or fellowship are helpful as well.
* Make it as easy as possible for your recommender to have all the information they need so they can write you a strong letter.

**When you provide this information, send it in an e-mail containing a .doc file with the following title and a subject line that is the same:**

Your Name - PI Name – Recommendation Letter Form - Date

So, the subject line for Sam asking for a letter from Brian sent on October 16 2023 would indicate:

*Subject: Sam Anteater - Brian Cummings - Recommendation Letter Form - October 16, 2023*

And in the e-mail would be an attachment that has the title

“Sam Anteater - Brian Cummings Recommendation Letter Form - 101623.doc”

**Questions:**

1. What are you applying for (include table if more than one thing)?
2. What is your undergraduate/graduate GPA?
3. What is your motivation for applying to this opportunity?
4. What three science/lab/research-related things are you most proud of and why?
5. Write a short paragraph about your time here: when did you join our lab (month/year), what motivated you to do so, what is your hypothesis and role on the project, how has working with your mentor helped you, and in what way?
6. What is your greatest weakness/concern with this application (if any), and provide a brief explanation.
7. Were there any challenges you have had to overcome while here, and how did you respond to them?
8. Are there any diversity/equity/inclusion challenges activities or challenges you had that you think we should know about (optional - it’s entirely up to you what you do and do not share)
9. List 3 adjectives that you would choose to describe yourself, and explain why they do.
10. How will success in this application help you, and conversely, what will you do as a next step if this does not work out?

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| **School** | **Program** | **Due Date** | **URL** | **Notes** |
| UCLA | Neuroscience | Jan 7, 2024 | [www.ucla.edu/neuro](http://www.ucla.edu/neuro) | Upload signed pdf to website |
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