

What Dr. Bradberry needs from you in order to write a letter of recommendation:

1. The most important piece of information is THE DEADLINE! If I do not have at least two weeks' notice, I will not be able to write the letter for you absent extraordinary circumstances.
2. Specific information about EXACTLY what it is that you are applying for. Often, students ask me for a letter of recommendation with some generic description of the fellowship, scholarship or internship. Unless you are asking for a law school recommendation, please provide me with sufficient details about the internship, program or job to which you are applying.
3. An unofficial transcript.
4. A list of the courses you took with me, and your grade in those courses.
5. An updated resume.
6. A statement of purpose from you that explains why you want to go to law school, graduate school, participate in an internship, etc. Typically, this will be part of your own application packet. Alternatively, you may have to answer specific questions in your application. If so, please send me all of those materials.
7. SPECIFIC instructions about whether I am to mail the letter or submit it online, and to whom I will submit the letter, if applicable. This should be spelled out for me, instead of my having to look it up.
8. Please send me a courteous reminder email two days before the deadline. Although I make every effort to put letters of recommendation due dates on my calendar, certain times of year are extremely busy and it's always best to send a friendly reminder to your letter of recommendation writer.