

## C H A R L E S L I P S O N

### C O V E R S H E E T F O R M A S T U D E N T S S E E K I N G R E C O M M E N D A T I O N S

This cover sheet *must* be included for all Master's students seeking recommendations from Professor Lipson

|  |  |
|--|--|
| LAST NAME  |  |
| FIRST NAME   |  |
| NAME YOU PREFER TO BE CALLED (such as "Tom")   |  |
| GENDER (M or F)  |  |
| PREFERRED EMAIL  |  |
| PURPOSE OF THIS RECOMMENDATION<br>(law school, PhD, job, etc.)   |  |
| CURRENT STUDENT STATUS (e.g. first-year CIR)   |  |
| EXPECTED GRADUATION DATE   |  |
| GPA  |  |
| UNDERGRADUATE UNIVERSITY   |  |
| GPA as an undergrad: OVERALL / YOUR MAJOR  |  |
| STANDARDIZED TEST SCORES AND PERCENTILE<br>(please say if this is an LSAT, GRE, etc.)                            |  |
| DATE WHEN FIRST RECOMMENDATION IS DUE?   |  |
| INTERFOLIO CODE (provide the code <i>only</i> if you want this letter uploaded)                                  |  |
| LSAT FORM ENCLOSED? (only for law school applicants, whose LSAT form <i>must</i> be enclosed)                    |  |
| ARE YOU REQUESTING SEALED HARD COPIES OF THIS RECOMMENDATION?<br>(They will be dropped off in Pick Hall, Rm 401) |  |
| PHOTOGRAPH (please insert here or attach)  |  |

**CHECK LIST for other items to be included in the packet you are giving me:**

- On the outside of the packet, please write your name, email, and purpose of the recommendation
- Résumé
- List of all graduate courses and grades by academic year; please include the course title and professor
  - Explain whatever might assist me (e.g., wrote 25-page research paper on Topic X and received A-)
  - You are welcome to list relevant undergrad courses and your thesis. It is helpful but not essential.
- Candid explanation of the strong and weak points in your record
  - I can only help explain the weak points if you flag them and give me your explanation
- Copies of any research papers and exams that would help me prepare your recommendation
- Your personal statement or academic statement, even if they are still in draft form
- Work history; include extracurricular activities *only* if they bear directly on your future plans
- Special skills such as languages, math and statistics, computer programming, study abroad, etc.