What any recommender need for a letter of recommendation:
Janet Swaffar

1. **Sine qua non:** 2 weeks advance notice

2. **A printout packet of the following:**
   - most recent CV or resume
   - copy of proposal(s) or letter(s) to the granting or academic place you apply to
   - list/note with date(s) when RECOMMENDER'S letter is/are due or postmarked
   - complete instructions about mailing: the mail address or web page options
   - if a grant or job application, a copy of the description that reflects the key components to be addressed in the letter
   - if a college application, describe which colleges you are applying to and why
     1. and a clear list of how each letter is to be filed/sent. Provide an envelope if possible.

3. **If your recommender accepts electronic files (and you should NOT assume that), MAKE SURE THEY ARE LABELED WITH YOUR NAME FIRST -- so "SmithCV.doc," not "CV.doc."** The recommender can have up to a dozen or so files labeled "CV.doc" in an average recommending season.

4. **Unless absolutely necessary, no individual mailings -- most literature/linguistics jobs expect use of a credentials center.**

5. **These instructions mean that you give your recommender everything at one time, either in a grouping sent/ brought to an address for the faculty member's convenience or leave it in an office box.**
   - No email files or instructions sent randomly or handing instructor anything but the complete packet! Piecemeal drives your recommender nuts, is easy to mislay, involves extra outlay of time and energy. **DO NOT DO THIS!**