



RECOMMENDATION REQUEST

Chris Smith

246 Wood Street, Alamo, CA 94521

November 20, 20xx

Samuel Jones, PhD
Department of Psychology
Saint Mary's College
Moraga, CA 94575

Dear Dr. Jones:

Thank you for agreeing to write a letter of recommendation on my behalf. I hereby waive (or do not waive) my right to inspect the letter of recommendation written for me and sent to the designated schools of my choice. I am applying to (masters, doctoral) programs in clinical psychology. My earliest deadline is _____.

Here are the courses I have taken from you.

| | |
|-------------|------------------------|
| Fall 20xx | Abnormal Psychology |
| Spring 20xx | Clinical Psychology |
| Fall 20xx | Undergraduate Research |

It would also be helpful if you could allude to my performance in the following:

| | |
|-------------|-----------------------------------|
| 20xx – 20xx | Research Assistant |
| 20xx – 20xx | Vice President of Psychology Club |

Finally, I have attached a copy of my current vita/resume and a list of psychology courses and other information that might prove useful. Thanks again.

Sincerely,

Chris Smith

Chris Smith

Enclosures

Adapted from: (2016). Norcross, John C. and Sayette, Michael A. *Insider's Guide to Graduate Programs in Clinical and Counseling Psychology*. The Guilford Press: New York, NY.

