

**REQUEST FOR LETTER OF RECOMMENDATION
DR. ELIZABETH C. BUCHHOLZ**

Due to the large number of requests that I receive each semester for letters of recommendation, and because I do not have the time to write emails back-and-forth to students to extract information from them, students should ensure that they provide me with the following information. (I will not complete the letters until all of this information is provided.)

- Semester(s)/Year(s) student took a class with me
- Name of the course(s) student took with me
- Grade(s) earned in the course(s)
- Any information about your class participation that would be relevant
- What degree are you seeking/did you obtain at Miami Dade College (MDC)?
- Did you graduate from MDC?
- If you did not graduate, how many credit hours have you taken AND how many more classes do you need to graduate?
- If you did not graduate, when do you anticipate graduating?
- Are you currently working? If so, where, for how long and what is your position?
- Have you done/do you perform any volunteer work? If so, where and for how long?
- What is your long-term career objective?
- *Specific* name of the **Job/School/Program/Scholarship/Internship** you are applying for; for example, “police officer—Miami Police Department;” “elementary school teacher—Somerset Academy Charter School;” “master’s degree program—Florida International University;” “Common Knowledge Challenge Scholarship—Federal Bureau of Investigation;” “DHS STEM Summer Internship Program—Department of Homeland Security;” etc.
- Address/email where the letter is to be sent and to whose attention
- Include any other information you believe would assist me in preparing this letter.

I am extremely busy, and it can take me up to a few weeks, at times, to write a letter. Please do not ask me to write a letter that you need in one or two days. I cannot drop everything I am doing to write the letter. It is very difficult for me to prepare letters at the end of the semester because I am inundated with grading papers, preparing exams, and updating my gradebook.

If you do not hear back from me, be sure to drop me another email, as I get many emails and sometimes emails get lost in the bunch.

I am happy to write letters for my students, but would appreciate your cooperation in doing so.

I wish you the best of luck in pursuing your careers!