

### Request for Letter of Recommendation

If you want us to write a letter of recommendation for you, please email the following documents to [uiw.wiwi@uni-jena.de](mailto:uiw.wiwi@uni-jena.de): a filled copy of this form, the CV that you will use for the application, and your current grades from Friedolin (or your graduation certificate if you have already completed your degree).

We will let you know whether we can write a letter of recommendation after considering your answers and your records. We may also invite you to come to the chair to discuss the possibility of writing a letter.

Name:	Study programme:
Email:	Area of specialization:
Date of birth:	

*The following questions assume that you are applying for an MA or PhD program. If you are applying for a job, please read "program" as "position" and "university" as "employer".*

1. How are you connected to our chair? (Which of our courses and seminars did you attend and which grades did you get? Are you writing your thesis with the chair? Etc.)

2. At which chairs did you write seminar and final papers and what were the topics of these papers?

3. Do you want a letter of recommendation that is specific to a program or a more general letter? (In our experience, more specific letters tend to be more helpful.)

program-specific       more general

4. For which program or, if you want a more general letter, for which kind(s) of program(s) are you applying?

5. If you want a specific letter, does your prospective university provide any information for individuals who write letters of recommendation? If yes, please forward that information to us. In particular, some universities require "closed" letters that go directly to them and are never read by the applicants themselves. Please tell us if this is the case.

6. Where should we send the letter? We will need a postal address, email address, or the website where your university wants the letter to be uploaded.

7. Until when do you need the letter?

8. Do you want the letter to be in English or in German?

9. Why are you interested in the program that you are applying for?

10. Why are you suited for the position and how can the letter help to convince your prospective university that this is really the case? Please point us towards any of your skills that are required for the position and that we can vouch for in the letter. (This question is particularly important. In our experience, letters are most effective if they are specific in this respect.)

11. Is there anything else that you want us to take into consideration or include in the letter?