

LETTER OF RECOMMENDATION REQUEST (5 School Maximum)

Please completely read **all** of the below information in order to expedite your letter of recommendation. I kindly request that you hand deliver (or mail if already graduated) the below requested materials in a folder with your name on it. Any missing elements may delay your letter and all materials will be returned for correction if necessary.

1. **Fully complete** any form (paper and/or electronic) with all of my personal information including name, title, address, email, phone number, and fax number as indicated below. Note the only thing I should have to do is check boxes and sign/date the form.

Name:	Skott Freedman, Ph.D., CCC-SLP
Title/Position:	Assistant Professor
Address:	Ithaca College Department of Speech-Language Pathology 953 Danby Road Ithaca, NY 14850
Email:	sfreedman@ithaca.edu
Phone:	607-274-3731
Fax:	607-274-1137

**Forms not completely filled out will be returned
and may delay your letter of recommendation.**

2. Include fully addressed and stamped **peel-and-seal** envelopes for each letter and application form (please don't give my tongue a paper cut from having to lick 50 envelopes ☺).

3. A cover sheet should be included with the deadline for each letter. For Ithaca College applications, address an *unstamped* envelope to the appropriate campus office.

4. On each envelope, write the above address as my return address and write in pencil the DATE you need to have the letter reach its destination. Please do not inquire regarding the status of your letter – it will get done, promise!

5. Lastly, fill out the below information sheet and include it in your folder which can be left in my faculty mailbox in the main department office.

Dr. Freedman

LETTER OF RECOMMENDATION INFORMATION SHEET

Your full name as it appears on the application:

Overall G.P.A.: _____ **as of** _____
Major G.P.A.: _____ **as of** _____

List **Courses** for which you have been my student:

Course: _____	Course: _____
Semester: _____	Semester: _____
Grade: _____	Grade: _____

Did you work in the research laboratory? _____
If yes, which semester(s) and what was your project? _____

List all **Honors/Awards** (with dates):

Extra-curricular Activities/Volunteer Services (with dates):

Employment (with dates):

Travel/Study Abroad (with dates):

Your e-mail address: _____ Phone#: _____