

PLEASE GIVE TO ANGELA WARD WHEN COMPLETED

PUBLIC AFFAIRS PROGRAM

RECOMMENDATION REQUEST FORM

To receive a recommendation from Professor Coplin, please complete the following form.

Name _____ Phone _____ Email _____ Date _____

HAS COPLIN EVER WRITTEN A LETTER FOR YOU yes no

If you have an application that must be mailed with the recommendation, you must fill out your part of the application completely.

Directions: What is the recommendation for? List each request separately, include address.

What should the PAF office do with the recommendation letter(s)?

*I will pick up the recommendation letter Please mail to address above
*Rec. letters are on the right side of Angela's desk)

HELP PROFESSOR COPLIN: By answering these two items you decide what goes on your recommendation.

1. How many *years* have you known Professor Coplin? _____
2. Send an email to wdcoplin@sr.edu describing the relevant experience you obtained from any Public Affairs course, the summary of your community link project, or any special projects you worked with Coplin on. Write brief details on the experience in one to three sentence each so he can cut and paste it into the recommendation. He will provide the adjectives to help sell you if he thinks he should.

PLEASE ATTACH YOUR CURRENT RESUME!!!

01/23/09

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