

# Kevin Trainor's Letter of Recommendation System

## Student Request for Letter of Recommendation

**NOTE: Please submit a separate form for each application for which you are requesting a letter of recommendation.**

### Your Name

Please enter your name in the fields below. For *first name*, please enter your *given name*. For *last name*, please enter your *surname*. If you are using an *adopted English name* on the application for which you wish me to write this recommendation letter, then please complete this field. Otherwise, please leave this field blank (even if you used an *adopted English name* during the course that you took with me).

<b>First Name</b>	
<b>Adopted English Name</b>	
<b>Last Name</b>	

### Your Pronouns

In writing a letter of recommendation, I want to use the pronouns that reflect your preferred gender identity. Please choose the pronouns that you prefer from the list below.

<b>Preferred Pronouns</b>	
---------------------------	--

### Your University of Illinois Program

In writing a letter of recommendation, I want to refer to University of Illinois program in which you were enrolled when you took my course(s). Please choose the appropriate value from the list below. If your program is not shown, please type in an appropriate description.

<b>University of Illinois Program</b>	
---------------------------------------	--

### Courses Taken with Me

Please complete a row in the table below for each course that you have taken with me. Make sure to include the semester, course number, section, and letter grade earned. The system in which I need to look up and verify your grades is organized by semester, course number, and section. So, providing these data greatly reduces the amount of work that I will need to do to verify your grade.

Semester	Course Number	Section	Letter Grade

## Notable Work in My Course(s)

If you did some notable work in one or more of my courses, I might be able to mention that work in my letter. This might include a memorable paper, project, or presentation. If this is the case, please describe that work in the field below. Also, please upload a copy of your paper, project, or presentation for my reference.

## The Application

### Program Type

Please select from the list below the entry that best describes the type of program to which you are applying. If none of the entries provided is suitable, please type in a suitable description.

<b>Program Type</b>	
---------------------	--

### Program Details

To write an effective letter of recommendation, I need to write a letter that recommends you for a particular program in a particular department at a particular institution. Otherwise, the recommendation won't be very convincing. Please enter the name of the institution, department, and program in the fields below. In addition, please provide the URL for the program to which you are applying. I will use this URL to answer any further question that I may have about the program.

<b>Institution</b>	
<b>Department</b>	
<b>Program Name</b>	
<b>Program URL</b>	

## Notable Prior Experience

If you have some notable prior experience that makes you more qualified for the program to which you are applying, I might be able to mention it in my letter. This experience might include jobs, internships, research assistantships, other research participation, teaching assistantships, or teaching. Please describe your notable prior experience in the field below. Be sure to connect your comments here to items that appear on your resume. Also, make sure to upload a copy of your resume.

## Anything Else That I Should Know

If there is anything else that you would like me to keep in mind when I write my letter, please describe it in the field below. Use this field to include any information that didn't fit easily into other fields of this form.

## Due Date for This Letter

Please provide the due date for this letter below. You should be aware that I do my best to watch for emails from institutions requesting that I upload letters of recommendation. Nevertheless, I often miss these emails. You will need to take an active role in reminding me to act when request emails have been sent by the institution. Watch for me to upload a copy of my letter to the ticket created for this request. If I have not yet uploaded a copy to the ticket, then I have not yet submitted a letter to the institution.

<b>Due Date</b>	
-----------------	--