

Letters of Recommendation

This is a service provided by the administrative office for *faculty members* and is typically used for sending letters of recommendation on behalf of graduate students. If a student has requested several letters, and you would like us to process them, please send the following to uwsoc@u.washington.edu:

- a copy of your letter of recommendation
- an excel document (created by the student) with each school address

Here is an example of what the address list should look like:

1	Due Date	Letter Recipient (for salutation)	School Address	Sender#1	Sender #2	Sender #3			
2	9/15/2004	Sociology Search Committee	Sociology Search Committee c/o Human Resources Department Weber State University 1016 University Circle Ogden, UT 84408-1016	Faculty Name	Faculty Name	Faculty Name			
3	9/15/2004	Chair of the Recruitment Committee	Kevin Leicht Chair of the Recruitment Committee Department of Sociology W140 Seashore Hall University of Iowa Iowa City, IA 52242	Faculty Name	Faculty Name	Faculty Name			
4	9/20/2004	Professor Myers	Dan Myers Chair Search Committee Department of Sociology 810 Flanner Hall Notre Dame, IN 46556	Faculty Name	Faculty Name	Faculty Name			
5	9/20/2004	Junior Search Committee	Junior Search Committee Department of Sociology The Ohio State University 300 Bricker Hall 190 North Oval Mall Columbus, OH 43210-1353	Faculty Name	Faculty Name	Faculty Name			
6	11/20/2004	Mr. Seidman	Gay W. Seidman Search Committee Chair Department of Sociology University of Wisconsin- Madison 1180 Observatory Drive Madison, WI 53706-1393	Faculty Name	Faculty Name	Faculty Name			
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***A template of this excel document is available on the departmental-only intranet. These fields are necessary so that letters can be merged properly. Thanks!**

If sending additional letters to the same address, the columns marked sender #2 and #3 can be used to include other faculty members