

## References for Students

I am happy to serve as a reference for my students, whether you are seeking a job or applying for a scholarship. It is customary to request permission to list a professor as a reference on any application. Please write to me well in advance, if possible, with your request. Let me know whether you simply need to include my contact information on a reference list or if you need a letter.

Send the following materials to me electronically with your request

- \* A current resume
- \* A law school transcript (informal from DuckWeb, including class rank)
- \* The consent form from the Career Center, signed and scanned.

Please put these documents in an electronic folder with your name (First Last).

If you need a letter, put this information in your email message

- \* The name and address of the person to whom I should write the letter
- \* The format in which I should send the letter (email, snail mail, sealed envelope given to you)
- \* A list of the qualifications and the 3 most important things you think I can say about you.

Please use this contact information

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Good luck!