RECOMMENDATION LETTER CHECKLIST

1) Contact your faculty recommenders well in advance of when you will need your letter drafted.

2) Supply your recommender with your resume, grades, and a personal summary (why you want to clerk, why you came to law school, what you enjoy about studying law, what practice area you intend to pursue), and anything else the recommender requests.

3) Fill out a FERPA waiver form for each faculty recommender, and submit to CDO

4) Faculty will give their letters to CDO so that they may be attached to your OSCAR applications, or printed for your hard-copy applications.

5) Confirm that your recommender will write a recommendation for you after your conversation, especially after any conditions have been fulfilled (ie, receipt of grades). Inform them of the timeframe of your first application.

6) UPDATE faculty if you have new information (ie, won a competition, gained position on journal)

Name: ____________________________

Email: ____________________________ Phone: ____________________________

Status: 
- 2L Student
- 3L Student
- Alumnus/Alumna

Intentions: 
- Will Apply for Federal Clerkships
- Will Apply for State Clerkships
- Will Apply for Both Federal and State Clerkships
- Considering Applying for Clerkships, but Undecided at This Time

Checklist: 
- I have provided all information to my recommenders
- Recommender has confirmed they are writing letter
- I have completed a FERPA form for each faculty recommender and submitted to CDO

Geographic area(s) where you will apply for Clerkships: ______________________________________
________________________________________________________
________________________________________________________

Post-Clerkship Aspirations: ______________________________________
________________________________________________________
________________________________________________________

Anything Else the CDO Should Know? ______________________________________