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Dr. Netina Tan: Guidelines for Requesting Reference Letters

I am happy to write reference letters for students applying to graduate schools or jobs. Given the competitiveness in graduate school applications and the growing demand of students for reference letters, prospective applicants who need reference letters from me will need to have attained at least an **A-** standing in my course and forward the required information below to me **three weeks** before the application deadline.

I want you to have best chance of success and do not want to miss any deadline. Ideally, you should also meet me at least once before application and tell me briefly your aspirations for the graduate program, law school or job. This will give me a better idea of your research goals and allow me to craft a strong reference letter that will make you stand out from the other applicants.

You will need to include the following information in your email:

| Checklist | Items |
|-----------|---|
| | 1) A brief statement on why you want to apply for the particular course/program/job |
| | 2) A brief statement on an interesting or outstanding research project, presentation that you have done in my course |
| | 3) A brief statement on any outstanding work experience, extra-curricular activities, language or computer skills that you have |
| | 4) An unofficial transcript and your GPA |
| | 5) A list of programs, universities and deadlines |

If you have any other questions, email or see me at my office hours.

Yours sincerely,

Dr. Netina Tan
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