

Prof. Huang Recommendation Request Form

You have requested a letter of recommendation from me. In order to write a solid letter, I'll need more information from you. Please fill out this form to provide the details. If you have any questions about the form, please email me: phuang@bmcc.cuny.edu.

* Indicates required question

1. Email *

2. What is your name? If the name on your application is different from your preferred name (or the name that I know you by), please let me know what name I should use in your letter and forms. *

3. What pronouns should I use when referring to you (e.g., she/her, he/him, they/them)? *

4. Which course(s) did you take with me? Please list the course name, course number & section number, and the semester you took the course (e.g., SOC 100-1102, Spring 2023). If you can't remember, you can find the information on your transcript. *

5. What is the recommendation for (e.g., transfer to a 4-year college, job, scholarship, etc.)? List the full name (e.g., program, degree, or scholarship, position) AND organization/school for which you need a recommendation (e.g., B.A. in Sociology). If you are requesting letters for multiple schools, provide this information for EACH school to which you are applying (programs' names may not be the same at each school, so be sure to list the correct program for each school). *

6. By what date (month/day/year) would you like to have the letter? List the school/ program and the date. *

7. What are your career goals (aspirations)? Tell me a little bit about your background/experience and why you want to pursue these goals. *

8. How will the degree/job/scholarship to which you are applying help you achieve * your academic and career goals? And why are you applying to these schools/programs/jobs/scholarships, in particular?

9. Is there anything else you think I should know about you as a student or as an individual?

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