

Letters of Recommendation

To McMaster undergraduate students who want letters of recommendation from me, please follow these instructions:

- First, drop by my office and ask me if I will be able to write a letter for you. Please bring the following materials:
- A recent resume, highlighting your skills and interests and experience.
- Your most recent official transcripts.
- Pre-addressed envelopes, ready to mail, for letters that the referee is supposed to mail.
- Put all of these materials in one large envelop, with your name on the front and the due data of the earliest letter on the front.
- I will review the material and let you know if I can write the letter for you. If so, you should send me a follow up email at approximately a week before the time the letters are due.

Professor Ted Szymanski

January 2003