

## If you would like a letter of recommendation from me, here is what you need to do:

1. Ask me about it first in person or by email at least 14 days before the deadline.
2. Provide me (a) the forms; (b) a current résumé with numbers and email where I can reach you if necessary; (c) your current GPA overall and in your major; (d) a list of USC classes taken and grades received (a formal transcript is not necessary); (e) if appropriate, your statement of purpose and writing samples (f) if appropriate, an addressed envelope for each destination. USC can afford the postage. (G) Optional: any special points about yourself or the recipient that you would like me to remember.
3. Fill in all--repeat all--the administrative blanks on the forms, including all information about you plus my typed name, title, address, telephone number, etc. I will only attach my letter, write the date, check off evaluation blocks (if any), and sign my name.
4. If more than one letter and destination is involved, clip together all items relating to a single destination.
5. On top off all this, attach a short note with idiot-proof instructions: the deadline for each letter, the earliest first, where to send it, whether it can be sent electronically. Please give me all these items in one package, not separately.

Thank you. John Odell

This memo is found on my home page: [www-rcf.usc.edu/~odell](http://www-rcf.usc.edu/~odell).