

Letters of recommendation

Writing good, enthusiastic, and personalized letters requires time and effort (generic letters are useless) and it is hard to be enthusiastic and honest if I do not know you (well) and/or you did not do well in my courses. I am unable to write letters for students that I have not met and who did not attend at least one of my lectures. I am best able to assess you if you have attended one of my seminars.

Rules:

- Allow at least for two weeks of time for preparing the letter. In exceptional cases, I can try to deal with emergencies, but can give no guarantee. Send me a reminder 3 days before the deadline.
- Provide me with filled-up forms (including my name, address, etc.) and typed-up envelopes when the letter has to be sent by post. If possible, choose internet submission.
- Provide me with:
 - A current CV.
 - Your grades at Siegen University and a list of courses you took with me with dates and grades, including a transcript of records.
 - A document with a list of qualities, achievements and other information that you would like me to highlight in the letter. (Here you should praise yourself, but expect that I may not include all of it.)
 - A summary of your thesis. (Master students who have completed or are close to completing their thesis).
 - Abstracts of papers. (PhD students).