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## REQUESTING LETTERS OF RECOMMENDATION

If you are requesting a letter of reference from Dr. Gray, you must complete these following steps. Please request your letter at least 4 weeks before your letters is due.

### Undergraduate/Graduate/Former Students

1. If you request via email, include the following information:
  - a. A picture: I teach a lot of students from different schools, I am not quickly able associate a face to a person emailing.
  - b. A list of courses you've taken with me including what grade you received
2. Include what the letters is for:
  - a. Graduate School
  - b. Scholarship
  - c. Job
  - d. Internship
  - e. Volunteer position
3. Include where the letter should go
  - a. Emailed to you
  - b. Given to you directly
  - c. Submitted to an online system
  - d. Mailed to a physical location
- 4. INCLUDE THE DUE DATE**
5. Provide reminders
  - a. After you request the letter, you need to provide weekly reminders until I complete your email. Sometimes I forget. It is not disrespectful to send reminders.
6. Other information to include:
  - a. Resume
  - b. Information on why you're applying for this
  - c. What you need me to focus on specifically
7. Provide any additional information that can help me write the best letter for you.

### ADDITIONAL INFORMATION FOR GRADUATE STUDENTS APPLYING FOR PHD PROGRAMS

Provide all the information you submit to your graduate program

- a. CV
- b. Writing Sample
- c. Research interests

**AFTER THE LETTER IS SUBMITTED, PROVIDE A NOTE OF THANKS!!!**

