Prof. Dr. Martina Metzger

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Information required to write a letter of recommendation – to be provided by students

1. Surname:
2. Prename:
3. Date of birth
4. Location of birth
5. Nationality
6. Student (home or exchange student)
7. Study programme (e.g. economics, business administration)
8. Degree (BA or MA):
9. In which semester are you right now?
10. For which institution do you need the letter of recommendation?
11. For which purpose do you need the letter of recommendation?
12. Until when do you need the letter of recommendation?
13. To which (postal) address should the letter of recommendation be sent?
14. In which of my courses do / did you participate?
15. When did the(se) course(s) take place?
16. Which was your mark (if there are both oral and written marks, please provide all three: oral, written and total)?
17. For what did you get your mark (seminar paper, presentation, exam)?
18. If you have written a paper, please provide the title.
19. If you have given a talk, please provide the topic of the talk.
20. Was it a group paper or a group presentation? If yes, please provide the numbers of your working group.
21. Please also display your three (other than mine) best marks (marks, for what did you get the marks, name of the courses, semester in which you made the course).
22. Did / do you perform any voluntary work (within or outside university) and if yes, since when, which one and why?
23. Have you been abroad already? If yes, please display details.
24. Is there anything else about which you would like to inform me and which I should consider in the letter of recommendation?