

Remarks on Recommendation Letters

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This document contains a few remarks regarding recommendation letters. I would appreciate if you could read the document and take the remarks into account before contacting me. *Thank you!*

1. **General:** Overall, I am happy to write letters for researchers at any level, who I know well enough.
2. **Knowledge:** I have to be familiar in some form with your work. Hence, it has to be in my area of expertise, and I have to have some additional information about your work. This could be via joint work and/or mentoring as a master/doctoral student. Or it could originate from several discussions at conferences, where I have seen one or more of your talks.
3. **Documents:** Following up on the last point, it is also very helpful, if I have all the documents for a letter readily available in one e-mail. This may include transcripts, recent papers, a detailed CV, research statement, etc.
4. **Warning:** If I do not have (enough of) the information mentioned in the last two points, it is evidently difficult for me to write a meaningful letter. Usually a generic letter if not very helpful for any selection committee.
5. **Deadlines:** Please note that I need at least two weeks to prepare/write a letter as I have to fit writing this letter into the regular work schedule.
6. **Format:** There are different requirements, where the letter has to be sent. Hence, I do need very precise information. This means not just a link to the open positions but really a very detailed number of steps and/or a direct link, where the letter has to be uploaded. One should simply try to guarantee that a written letter also gets to its destination.