



Department of  
Political Science

1280 Main Street West  
Hamilton, Ontario, Canada  
L8S 4M4

Phone 905.525.9140  
Ext. 24741  
Fax 905.527-3071  
Email [polisci@mcmaster.ca](mailto:polisci@mcmaster.ca)  
<http://socserv2.socsci.mcmaster.ca/~polisci>

### Dr. Netina Tan: Guidelines for Requesting Reference Letters

I am happy to write reference letters for students applying to graduate schools or jobs. Given the competitive graduate admission process and growing demand for reference letters, prospective student who require references from me will need to have attained at least an **A standing** in my course and forward the required information below, **three weeks** before the application deadline.

I want you to have best chance of success and do not want to miss deadline. Ideally, you should meet me at least once before application or email me briefly about your aspirations for the graduate program, law school or job that you are applying for. This will give me a better idea of your research goals and allow me to craft a strong reference letter that will make you stand out from the other applicants.

In your email, please include the following information in your email:

Checklist	Items
	1) A brief statement on why you want to apply for the particular course/program/job
	2) A brief statement on an interesting or outstanding research project, presentation that you have done in my course
	3) A brief statement on any outstanding work experience, extra-curricular activities, language or computer skills that you have
	4) An unofficial transcript and your GPA
	5) A list of programs, universities and deadlines

If you have questions, see me during office hours.

Yours sincerely,

Dr. Netina Tan  
University Scholar and Associate Professor, Political Science Department, McMaster University  
KTH Rm 541  
Email: [netina@mcmaster.ca](mailto:netina@mcmaster.ca)