



RE: Letters of Recommendation from Dr. Altman

STUDENT REQUEST INSTRUCTIONS:

- A. Requests less than two (2) weeks in advance of a deadline cannot be guaranteed. Seriously, do the research, look at your calendar and plan ahead. Rush jobs by me will most often appear as rush jobs!
- B. Please complete all of the information below and send it to my email address only: **LAltman@nv.edu**
Do not be overly concerned if the formatting of this submission becomes less than perfect. Your responses should be typed in the gray-shaded boxes.
- C. ***You will need to include a scanned copy of your transcript.***
Letters will not be written if any discrepancies exist between your submissions below and the grades entered on Banner. So, be extremely careful here or your request will be instantly denied. No exceptions.
- D. Letters of recommendations will only be written for students who agree to the waiver instructions outlined in the last part of this document.
The waiver basically means that you agree that you will not be able to see the letter in the future under any conditions. Generally, my comments would then be taken more seriously than if you did not agree to this. I believe this is to your benefit.

01. What is your complete name and NVCC Banner ID?

02. Provide the name and the complete mailing address of where this letter may be sent. This should be answered, regardless of whether or not the letter is to be sent somewhere or simply attached to your application package by you.

I need to have a return address on the letter itself.

Indicate if your letter should be sent directly to an institution or sealed and given to you. For the latter, the envelope will be sealed with my signature across the seal. If there are multiple applications, please list all of the institutions in this section.

03. What is the exact name of the program to which you are applying (i.e., Nursing, Sonography etc.)?

04. Provide a website address (URL) where information about the program may be viewed.

05. When is the official deadline for a completed application?

06. List all previously-enrolled courses (even if repeated, W etc.) with Dr. Altman.
Please provide date (semester and year), name of course and the final grade earned.

07. Please list all science and math courses completed at NVCC,
Provide the date (semester and year), name of course and the final grade earned.

08. What is your exact cumulative GPA at NVCC as of the *end* of the last semester?
OPTIONAL: Is there is any reason to believe that your GPA does not reflect your potential to do well in a professional Allied Health program? Explain.

09. When did you first decide to study a field in the Allied Health Sciences?
Did any event(s), in particular, contribute to your aspirations? Explain.

10. What do you consider to be your greatest strengths *related to your goals*?

11. What do you consider to be your greatest weaknesses *related to your goals*?

12. Do you have any experience in a health-related field?
If so, please indicate when and in what capacity.

13. Have you been able to participate/contribute to any community service programs?

14. Finally, please describe anything that you would like to be considered for inclusion in the letter that may assist me in writing an honest and personalized letter of recommendation?

By the act of submitting this request for a Letter of Recommendation, you automatically agree to waive all rights to view your letter in the future, whether accepted or not accepted into the program(s)/ career position(s) of your choice. Do not submit your request if you are unwilling to agree to this waiver.