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Guidelines for reference letters

I will be glad to write a recommendation letter for you if you have taken one of my classes or if we have interacted academically in another relevant way. Of course, the better I know you, the better my letter. Therefore, it makes more sense for you to ask a letter from me if you have participated also in one of my smaller lectures or seminars and not just in my large introductory course. If not, it might be better for you to ask someone else.

To write a good letter on time I need you to send me the following information in a single email, as soon as possible and no later than one month before the deadline:

1. Your general profile: please send a detailed and up-to-date CV.
2. What is the exact purpose of the reference letter? For what exchange program, fellowship, MA, PhD, etc. do you need it? Please include relevant documents or links.
3. What is your specific motivation for the program you are applying to? The more information you give me, the better my letter. Please include concrete details or examples as well as any points you would like me to emphasize in the letter.
4. How good has been your academic performance? Include all your grades as well as, if at all possible, any seminar papers you have written. If there is something strange (such as gap years or semesters, bad grades, etc.), please include an explanation if at all possible.
5. Practical details on reference letter such as deadline, addressee and address, electronic and/or paper, language.