



## Questionnaire for letters of recommendation

1. Since when and in which capacity does Prof. Algesheimer know you?
2. Which courses did you attend at our chair? (VVZ-No., term, grade)
3. Have you already written a bachelor or a master thesis at our chair?  
(Subject of thesis, date of submission grade)
4. Do you apply for:
  - a. A master course, doctorate, or any other graduate program?
    - i. Which university and which program are you applying for?  
(address and contact person of the university, full name of program)
  - b. An internship or a position?
    - i. Which branch of business, function and position are you applying for?  
(e.g. "Telecom, division of market research, internship")
5. Motivate your application in three sentences and (depending on the kind of application):
  - a. Describe your future contribution to the program. How does the university profit from it?
  - b. Describe your career goals.
6. Sum up your skills and traits relevant to the subject of the requested recommendation  
(with appropriate documents, if necessary).
7. Please add your CV.
8. Should the letter be written in German or English?

