**Letter of Recommendation from Professor Karen Thornber (updated July 2023)**

Professor Karen Thornber (thornber@fas.harvard.edu)

President, Phi Beta Kappa Alpha Iota of Massachusetts

Harry Tuchman Levin Professor in Literature

Professor of East Asian Languages and Civilizations

Harvard University

I am glad to write letters for current and former students, graduate and undergraduate, for fellowships, grants, medical school, degree programs, academic and non-academic positions, and other purposes. I consider supporting students through writing recommendation letters a vital part of the profession.

So that I can write you the strongest letter possible, please send me an email with:

1. Your name, pronouns (if they’ve changed since we worked together), email, current college/graduate year or professional position/title.
2. Name of the program/position to which you’re applying.
3. Application Deadline (see below, in bold).
4. List of the courses (if any) you’ve taken with me, the semester and year, your TF’s name (if relevant), and the grade received. Please attach a copy of your final project(s).
5. List of other academic experiences you’ve had with me. E.g., RA work; 300-level Reading and Research courses; TF, etc. Please be as specific as possible. E.g., RA work for XX project in AA year; independent reading course on YY topic in BB semester. Please attach syllabi/reading lists as applicable.
6. Your official Harvard (or other) transcript. If you’re an A.M. student, please also send a copy of your undergraduate transcript. Transcripts from other institutions are welcome if you think they would be helpful to me.
7. Your updated CV.
8. Your cover letter, research statement, and/or personal statement for the position/funding to which you’re applying.
9. Any other materials/information you think will help me write the strongest letter possible.

If you’ve taken one of my courses or otherwise worked with/updated me within the last few years, please assume that I’m glad to write on your behalf.

**Ordinarily, you must email me the above materials *at least* 3 weeks prior to the letter’s deadline. During the summer and winter holidays, 4 weeks is appreciated. I receive dozens of requests annually to write letters, and given my full travel and administrative schedule I need to make sure that every letter is thoughtfully and carefully written.**

**I am glad to make exceptions to the above if a sudden opportunity opens. Please do not hesitate to contact me to see if I can write a letter in fewer than 3 weeks. My goal is to help as many students as I can.**

**Thank you, and I look forward to hearing from you!**