

ASKING FOR A RECOMMENDATION LETTER

A **recommendation letter** (letter of reference) is a written assessment of your qualities, capabilities and characteristics. This letter is meant to endorse you for a particular graduate program, internship, fellowship, volunteer opportunity or job.

Most letters of recommendation for an academic program are written by faculty members, supervisors, or academic advisors who have had direct contact with you and know you well.

When to Ask

Give your reference at least **three to four weeks** to write the recommendation.

How to Ask

Asking for a recommendation **in person** is more meaningful than through any other method, but **email** is fine if done correctly. Just make sure it has correct punctuation, is free of grammatical or spelling errors and that you use his/her correct title (i.e. Dr. Smith etc.).

What to Provide

Provide the individual with:

1. Your contact information
2. Most recent résumé or curriculum vitae (CV)
3. Brief overview of the program for which you are applying and the reasons for your interest
4. Explain how they will be submitting their recommendations (i.e. online link, email, etc.). Be clear to mention any guidelines and deadlines that must be followed or met.

Tips

Get to know your professors! If professors know you well, it will be easier for them to write a stellar recommendation.

- Attend office hours and ask questions.
 - Talk to them about your career goals and get their advice.
1. **Follow up** a week or two before the deadline to confirm that he/she has submitted your recommendation.
 2. Whether selected for a program or not, be sure to **send a thank you note** to your references and provide them with a status of your application.