

OBTAIN A LETTER OF RECOMMENDATION

Letters of recommendation are written by faculty, past or current employers, and intern supervisors in support of your abilities and accomplishments.

ASK IN PERSON

- You are requesting help from your reference; make your statement in the form of request. Be willing to take “no” for an answer.
- Do not slide the request under an office door, leave it in a mailbox, or stop the person in the hallway. Find time to meet with the person to discuss your request for a letter.
- Ask if the person could give you a positive recommendation. If not, find someone who can.
- Ask if the person would be able to give you a specific recommendation. If the person does not know you well enough to be specific with his/her comments, the letter will not be effective. You will then want to ask someone else.

YOUR RESPONSIBILITIES IN THE RECOMMENDATION PROCESS

- Allow ample time for the person to write the letter – at least three weeks.
- Provide the person with all relevant forms and instructions. Make sure you fill in all the information that you are responsible for providing.
 - Put all materials in a large labeled (name, address and phone) envelope so the materials will not get lost
 - If the organization provides a form for the letter or general instructions for preparing letters, include that with your request information
 - Make sure the person has the correct name, title, organization, and address to include
 - Make sure the writer is aware of the deadline for submitting the letter
- Provide the writer with your resume and statement of your goals. If it is for a university application, including the Statement of Purpose if appropriate.
 - Major(s) and minor(s), which classes you may have taken from a particular professor, when you took the class(es), special projects, class participation, and how well you did
 - Reminders of teaching assistantships, internships, or research projects
 - Statement of career goals and/or reasons for choosing the university/job for which you are applying
 - Information on some of your college activities, especially leadership positions held and awards won
- If the person is to send the letter to an employer or school, provide a stamped, addressed envelope for each recommendation.
- Politely check with the writer a few days before the deadline to see if the letter has been completed and sent.
- Follow up with a thank you note to the writers of your letters. These letters take time, thought, and effort. Let the writer know of your appreciation. Also send a note when your plans have been finalized and your job/school search is complete.