

REQUESTING A LETTER OF RECOMMENDATION

1. Be sure you request letters well in advance of their due date. Provide the letter writer at least one month preparation time.
2. Ask those you approach for a letter if they would like for you to schedule an appointment in order to provide all the necessary information.
3. **Have ready and in your possession** the information a letter writer will need in order to write you an informed letter of recommendation. Organize the following information and include your name, address, phone number, and email address:
 - A description of your professional goals
 - A copy of your resume
 - A copy of your transcript
 - Honor society memberships (e.g. Psi Chi) and any positions held
 - Relevant activities/organization involvement
 - Awards and publications, if applicable
 - Directed research projects in which you have participated
 - Titles and Abstracts of any research papers you have written
 - Service activities, volunteer work, study abroad trips, other relevant information
 - Other majors, minors, certificates, and/or “related area”
 - A list of courses taken from the recommender, including the terms of the courses
4. In addition to the personal information listed above, you will also need to prepare and submit the following:
 - Pre-addressed and postage stamped envelopes for each letter your are requesting
 - Various applications will also have forms the recommenders are asked to complete, make sure to include these when submitting your materials
 - List the schools you are applying to and application deadlines for each
5. Ask the letter writer if you may leave your prepared materials with them *or* if they prefer you bring them with you if/when you next meet.
6. State whether you would like the professor to mail the recommendations, or if you prefer to pick up the recommendation to submit all of your materials at one time.
7. Thank them for their time and consideration of your request and/or recommendation.

