

## Requesting Letters of Recommendation for Graduate School

- Plan ahead: choose and contact professors who know you well and can be specific in their recommendations.
- Ask early: at least 5-6 weeks prior to the application deadline. Faculty are busy, and you want to give them enough time to write a thoughtful recommendation.
- Be professional in all of your interactions. Don't just drop off or email forms and information. Make a formal request by email or appointment, asking them if they would be willing to be a recommender on your behalf.
- Meet with the professor, explain why you are asking for a recommendation and why you have chosen them. Remind them of the courses you have taken with them and the papers and/or projects that you did in those courses.
- Provide information about the graduate programs, why you are interested in these programs, and application deadlines.
- Provide your personal statement and a resume/CV that details what you've done academically, as well as any internships, jobs, community service, and student activities. Academic and Career Advising can help you construct and finalize your resume/CV and personal statement.
- Don't assume that a professor will be a willing recommender. Ask them first, and if they are willing, get their **preferred contact information: email, phone number, and address**. If they are not willing, don't take it personally. There could be many reasons why they are unable to do it. Identify other professors you could reach out to and contact them.
- Send them a reminder of the deadline. Check with the graduate school to ensure they have received the recommendations by the deadline. If not, contact the professor.
- Send a Thank You note to all of your recommenders, and update them on your graduate school progress.