



## Requesting Letters of Recommendation

### Build Your Network of Letter Writers

- Connect with others in the field when on campus (professors, advisors, staff, supervisors, directors).
- Share your goals and keep them updated on your plans.
- Make sure they know the motivation behind your goals.
- **IMPORTANT:** A letter from someone well-respected in the field is only useful if the person knows your abilities as well.

### Consider the Content

- Think about individuals who can evaluate your potential for success in the field, and can attest to your academic ability, work ethic, resiliency, and motivation.
- The number and type of letters you will need varies so double check what your schools of interest require.

### Approach Letter Writers

- Ask if they are willing to write a positive letter of support for you. Offer a meeting or materials such as a transcript, résumé, or personal statement, from your application.
- Provide writers with plenty of time to compose a thoughtful letter. This will likely improve the quality of your letter.

### Thanking/Updating Letter Writers

- A thank-you note or email will be much appreciated. Keep in contact with your letter writers about the status of your application.