

## How to Request a Letter of Recommendation

Important things to note:

- You should ask faculty members who know you well and have a high opinion of you. For example, you might want to ask a professor with whom you've taken several classes and performed well/participated highly. Or, you might want to ask a professor with whom you've worked closely (e.g., your thesis/internship advisor or someone you've conducted research with).
- Be sure to provide your letter writers with at least one-month advance notice in order to write and send your letters.
- Approach them in person (if possible) to ask if they would be willing to write a letter on your behalf.
- Remember faculty are not obligated to write recommendation letters. They are putting their names and credentials on the line for you

IF your letter writers agree, provide them with the following materials and be sure to ask if they would like the materials in hardcopy or electronic form (or both):

- A list of all of the places and programs to which you are applying along with the due dates for each, and how each is to be submitted (see template for examples)
- Addressed and stamped envelopes for any letters that must be mailed by the letter writers
- Your resume or curriculum vitae
- Your personal statement
- A list of classes you have taken with them and the grades that you received (you can find this information under "Grades" on the "Self-Service" website)
- Anything else you think the letter writer should know in order to help them craft a strong letter for you (e.g., why you are applying to these positions, why you think you'd be a good fit for them, etc.).

## Application List Template

	<b>School</b>	<b>Program</b>	<b>Due Date</b>	<b>Method of Submission</b>	<b>Details</b>
1	University of Portland	Masters of Social Work	12/1/17	Mail	<p>Please send to:</p> <p>University of Portland Psychology Department 123 University Ave Portland, OR, 12345</p> <p>(envelope provided)</p>
2	Indiana State University	Clinical Mental Health Program	12/15/17	Online	<p>You will receive an email from ISUapplications.edu providing you with details on how to upload the letter</p>
3	Boston College	Masters in Psychology	1/30/17	Mail	<p>Please place in provided envelope and sign the back for security. I need to email all materials in one packet. I will pick up from you during office hours by 1/15/17</p>
4	St. Edward's University	Masters in Psychology	2/1/17	Email	<p>Please send an email to John Doe (<a href="mailto:jdoe@StEdU.edu">jdoe@StEdU.edu</a>) with the letter attached.</p>