



## Asking Your Faculty for a Letter of Recommendation

Letters of Recommendations are one of the most important elements of any graduate application as they can provide important information about your intellectual abilities and give a well-rounded picture of you as a prospective graduate student. Here are a few tips on how to get to know your faculty and how they can serve as a recommender:

- Meet with faculty face-to-face. Go to office hours to talk about the class, ask questions about graduate school, ask questions in class, volunteer to do research, read their publications and ask them about their research. If possible, take more than one class with them.
- Ask faculty who know you well, possibly well enough to include personal anecdotes, and has the title of “Assistant”, “Associate”, or “Professor”. Obtaining a letter of recommendation from a faculty who holds a degree in the field you are planning on pursuing is preferred.
- Avoid asking faculty at the last minute. Typically, you should give faculty at least 2-3 months advanced notice. Remember, faculty write letters of recommendations for *many* students.
- Provide your letter writers with hardcopies of and information regarding the following:
  - Who is your audience: MS or PhD graduate school admissions, fellowship or scholarship?
  - Provide a list of schools you are applying to, include department, address, and deadline with the earliest due date at the top. If asked, be prepared to know why you are choosing this particular school/program.
  - CV or Resume
  - Transcripts (an unofficial copy will suffice)
  - Statement of Purpose
  - Personal Statement
  - A copy of a project, article, or relevant assignment done with your letter writer
- Thank faculty for writing the letter
- Inform faculty where you have been accepted to or if you have been awarded a fellowship