



Asking Your Faculty for a Letter of Recommendation

- ❖ 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. Take more than one class with them.
- ❖ Ask faculty who knows you well, possibly well enough to include personal anecdotes, has the title of “Professor,” degree in the field you are planning on pursuing, and/or you took an upper division class.
- ❖ Avoid asking faculty at the last minute.
- ❖ Provide faculty with hardcopies of and information regarding the following:
 - ❖ Who is the audience: MS or PhD graduate school admissions, fellowships, employer?
 - ❖ Include recommendation form with your personal and the faculty’s information typed in. Do not expect faculty to do this.
 - ❖ Provide list of all the schools you are applying to, include department, address and deadline with earliest due date at the top. If asked, be prepared to know why you are choosing this particular school
 - ❖ CV or Resume (Include your contact information, set up an appropriate email account. If you can keep your undergraduate email address for life, use this. If not, set up one with your name, not a nickname.)
 - ❖ Transcripts (an unofficial copy is sufficient)
 - ❖ Statement of purpose (as close to a finished draft as possible)
 - ❖ A copy of project, article, or relevant assignment done with faculty (always make a copy, never give them your original). Refresh their memory of the work you’ve done for them.
 - ❖ If the university asks for a specific form, use it, do not opt for a generic letter.
 - ❖ Include a stamped and addressed envelope to mail directly to the university or your campus’s Career Center.
- ❖ Thank faculty for writing the letter.
- ❖ Inform faculty where you have been accepted to or if you have been awarded a fellowship.