

# **Guidelines: How to ask for a Letter of Recommendation**

## **Introduction:**

A letter of recommendation is a crucial part of your application to any internship, job, or educational institution. Even though someone else writes the letter, there are a number of ways to influence the quality of the letter that you receive.

## **When you ask for a letter of recommendation:**

- Prominently identify the deadline.
- Identify to whom and how the letter should be submitted (assume confidentiality; assume that you will never see the letter). Ask your professor to submit the letter directly to the company/institution, or to submit the letter to the Career and Advising Center.

## **How to ask for a letter of recommendation:**

- In person, with written materials at hand.
- By e-mail, with written materials attached.
- In person, promptly followed by written materials.

## **How to make your letter of recommendation better:**

- Submit a description of the position to which you are applying.
- Submit your CV/Resume.
- Submit your transcript.
- In writing, explain any information or character traits that you think it would be helpful for the recommendation writer to address (this does not guarantee that the writer will do so, but will – at the very least – give the writer an idea of why you think that you are qualified for the position that you are applying to).