



Letters of Recommendation are useful/required for internships, job applications, scholarship applications and other opportunities

## TWO MONTHS BEFORE DUE DATE | DECIDE WHO TO ASK

- Have you taken more than one class with this professor?
  - Have you done well in the courses you have taken from this professor?
  - Has the professor seen you strengths inside and outside of class?
- If you answered yes to any of these, ask the professor. If not, try and think of a new professor.



## FIVE-SIX WEEKS BEFORE DUE DATE | ASKING FOR LETTER

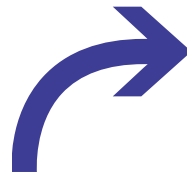
- Ask the professor during office hours or by email.
- Find out the information they need from you to write the letter.
- Feel free to politely follow up if you haven't heard something within three to five days.



## ONE MONTH BEFORE DUE DATE | DISCUSS PLAN OF ACTION

Bring with you:

- Your transcript
- Your resume
- Copies of work you have written for this professor
- Draft or final version of the essay you will be submitting for application
- List of instructions and due dates for the letter
- Research on the school, organization, job the letter is for, etc.
- Tell them what the letter should include/showcase



## ONE WEEK BEFORE DUE DATE | **HAVEN'T RECEIVED THE LETTER?**

- Gently remind the professor via email of the upcoming due date.
- Ask if they require any more information.
- Only send one reminder.



## AFTER DUE DATE | **THANK THE PROFESSOR**

- Keep in mind the amount of work you asked of the professor.
- If (s)he helped you with numerous applications you will want to thank the professor with more than an email.
- A handwritten thank you note with a small gift is appropriate.
- Let the professor know the outcome of your application
- If you find out that you no longer need the letter, let the professor know immediately.