Letters of Recommendation

The all important reference list or letter of recommendation can impact your candidacy; therefore, choosing your references and recommenders requires thought and planning. It is prudent to sound out potential writers of letter of recommendation and the best way to do that is to take the time to do the following:

1. Send each recommender an informative email, reminding them exactly how they know you and from when, dates are helpful. Give them information about what you did, how you did in the course or courses you took with them, or what you did in an internship, job, etc.;

2. Provide the potential reference with an update on your current situation including what you want the recommendations for and what your plans are in terms of the position you currently seek now and in the future; and

3. Provide a resume and an unofficial transcript. If you are seeking a recommendation for a specific opening, provide the position description.

This may take some time, but after all, you want the letter to be strong, informed, substantive, and enthusiastic.