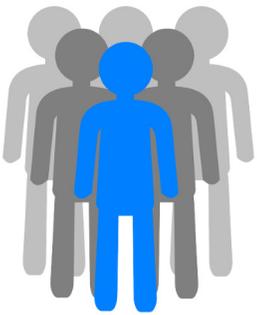


LETTER OF RECOMMENDATION workshop

Letters supplement other parts of an application package (for graduate school, professional programs, jobs, etc.). You generally need two or more letters.

Ask someone who...



- ⇒ Knows you and your relevant work well
- ⇒ Can speak to your ambitions, goals, competence, potential
- ⇒ Knows you long enough to write enough about you
- ⇒ Can give you a positive recommendation
- ⇒ Can compare you favourably with your peers
- ⇒ Has a name and/or title that carries weight in the field

Choose wisely—Not everyone will fulfill *all* these criteria, but fulfilling more = better.

Do you need research references, academic references (i.e. professors from courses), or both?

Remember: The more personal the letter is, the better! Let your referees get to know you over time!

Approaching someone:

- ⇒ Ask as early as possible—at least a month in advance
- ⇒ Provide referees with a deadline that gives you time to gather all necessary materials
- ⇒ Ask if the prospective referee can write you a good letter
- ⇒ Provide referees with everything they need (often transcript, CV/résumé)



Deadline approaches:



Some places have online systems to check for submission status of letters. If the deadline is approaching but letters aren't submitted,

- ⇒ Respectfully remind your referee(s), and thank them
- ⇒ It is your responsibility to ensure that all materials are submitted