

Letter of Recommendation Request

Requester Responsibilities & General Information

General Information

- Faculty prefer to write letters which are confidential (not seen by the student). This is because non-confidential (open) letters are taken less seriously than confidential letters. People reading your letters of recommendation want to know that the letter writer felt comfortable enough to write a truly candid letter.
If you have a compelling reason to request an open letter, please communicate that with the faculty.
- If a faculty doesn't think that they can write an honest and generally supportive letter, they will not agree to write one.
- Faculty get asked to write many letters each term, so please provide plenty of time for this task.

It is your responsibility to ensure that letters are submitted and received by the programs/schools/prospective employers by the deadline(s).

Please provide the following support to your requested letter writer to help give them the best opportunity to write you a great letter

- Sufficient notice (minimum one week) to write the letter
- Complete the form attached when you ask for your letter
- A couple email reminders as the deadline approaches

Letter of Recommendation Request

Student Name:

Student ID/95#:

Recommendation Due Date:

What are you applying for?

Include, if possible, a website for the organization or program. If it's a job, please provide the job description. If it's a program, the degree and program for which you are applying.

Why are you a good candidate for the position/program you are applying for? (2-4 sentences)

How long have you known the letter writer:

What classes have you taken with the faculty:

In which other capacities have you known the letter writer:

- Attached Resume/CV
- Attached Unofficial Transcripts (DuckWeb)
- Attached Writing Sample (preferably graded from class with faculty)

Submission Preferences

Electronic Submission

• Email or Website to submit on _____

• Addressee/Salutation _____

Hardcopy Submission

• Sealed and signed? YES NO

• Address for submission _____

• Addressee/Salutation _____

Notes/Comments: