

REQUESTING A LETTER OF RECOMMENDATION

If you can, request a letter of recommendation in person, either through office hours or by appointment. Be direct, polite, specific, and brief. Should the professor/instructor/employer agree to write the recommendation letter, the two of you can establish a plan that works for both parties. Show respect for their schedule by affording a significant amount of notice with your request for this favor

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<p><i>Hello Ms. Smith:</i></p> <p><i>I took your class last year and need a letter of rec from a prof by next week. Will you write one for me?</i></p> <p><i>Thanks</i></p> <p><i>,</i></p> <p><i>Billy</i></p>	<p><i>Hello Ms. Smith:</i></p> <p><i>I hope that you remember me from your Fall 2010 Composition I course, which I completed with an A minus. My current goal is to work part-time as an Orientation Team Leader at USF. Would you be willing to write me a letter of recommendation for this position? The letter is due in four weeks.</i></p> <p><i>Thank you,</i></p> <p><i>William Wolf</i></p>

ADDITIONAL TIPS

- Keep in contact with professors or supervisors you work well with. You may be contacting someone years after you worked with them.
- Offer to share both the position/scholarship/award description, your current CV or resume, and information about why you are interested in the position so the professor or supervisor can more accurately describe you as a candidate.