Tips for Requesting Letters of Recommendation

OFFICE OF CAREER PLANNING • THE COLLEGE OF WOOSTER

1. Ask your Recommender for a reference.

   “Given our experiences together, are you in the position to write a favorable letter of recommendation for me?”

2. Give your Recommender enough time to write a good letter.
   • Making the request two or more weeks in advance is a good idea.

3. Provide your Recommender with relevant information to help them write the best letter as efficiently as possible. Here’s a list of potentially useful information for you to provide:
   • Brief overview of what you are applying for and why
     Summer research, Graduate school, Job/Internship, Peace Corps, Scuba instructor certification
   • Brief information about your short term goals, this may already exist in any personal statement or essays you have written.
   • Applications may require Recommenders to mail letters or submit them electronically. In either case,
     email the list of addresses or weblink INCLUDING deadlines for sending the letters.*
     *Giving the addresses/weblink electronically reduces the chance of errors and provides a check list for your Recommender.
   • Updated resume
   • Unofficial copy of your most recent transcript
   • List of classes/labs that you have had together
     Year/semester you had them, grade you received

List of any “unofficial” interactions you have had – those random kinds of things are valuable
For example:
• You spilled your sample in lab but persevered to complete the experiment.
• You nearly crashed and burned one semester and here is how you recovered.
• Advising conversations, trips to conferences
• Teaching apprentice, lab assistant (provide year, semester, lab)
• Research experiences
• Meetings over coffee

List of anything in particular you want the Recommender to address or you think is important
For example:
• Strengths, weaknesses
• You regularly and enthusiastically attend departmental seminars—give some examples
• You have been a leader in XYZ organization—professional, social, volunteer

Consider using the checklist on the back.

4. Follow up approximately three days before the deadline(s) with a thank you an and offer for any additional information that may be helpful.
Letter of Recommendation Information Sheet
For Graduate and Professional School Applications

Name ________________________________  Graduation Date _______________________

I.S. Advisor ___________________________  Major ______________________________

Campus Box # _________________  Cell Phone Number ____________________________

Please provide the following information:

1. List of schools to which you are applying and deadline for each school:
   School and Deadline
   ____________________________________________  ____________________________________________
   ____________________________________________  ____________________________________________
   ____________________________________________  ____________________________________________

2. Recommendation Form.
   (We strongly recommend that you waive your right to read the letter, if given the option.)

3. Unofficial copy of The College of Wooster transcript

4. Resume (curriculum vitae)

5. Personal statement (most recent draft)

6. List of courses you have taken with me:
   Course  Semester  Year  Grade
   ____________________________________________  ____________________________________________
   ____________________________________________  ____________________________________________
   ____________________________________________  ____________________________________________

7. Standardized test scores GRE: ___________ LSAT: ___________ MCAT: ___________

8. Activities

9. Awards (academic, civil, sports)

10. Employment and Internships

11. Any other topics you would like me to address in the letter