LETTER OF RECOMMENDATION REQUEST

How to get a Letter of Recommendation...

Asking for a Letter of Recommendation can be intimidating, but the tips below should facilitate an easy and professional process.

4 Steps to get a Letter of Recommendation

1. ASK
   - It is important to ask as soon as possible to give your professors the time to write a high-quality letter of recommendation
   - You can ask through email or during office hours
2. FOLLOW-UP
   - If you do not hear back from a professor within a week, try a different way of contacting them (i.e.: email, phone, office hours, class)
3. NECESSARY INFORMATION
   - Include all information about what the application is for, why you would be a good candidate, the application deadline, how to submit the letter, and any other helpful information.
   - Provide the professor with a current resume and if necessary a separate statement of qualifications.
4. GRATITUDE
   - Let the professor know that you appreciate them writing the letter for you and how valuable it was.

FAQ:

- Is a closed or open letter preferable?
  - A closed letter is confidential to you, meaning you cannot see it before they submit it. An open letter means it is available for you to see.
  - Closed letters allow the writer to be more candid and often have a greater impact.
- How do I select a person to write a letter of recommendation?
- How should I communicate with the person I have selected?
  - Professionally! You should use a professional email account or uoregon.edu account.
  - Use appropriate titles (i.e. Professor Martin)
  - Identify yourself and your question (i.e. how do you know the professor?)
  - Avoid abbreviations and spelling errors! Proofread your work!

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

- Give sufficient notice (minimum one week) to write the letter
- Complete the form attached when you ask for your letter
- Send a couple of email reminders as the deadline approaches
# LETTER OF RECOMMENDATION REQUEST

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<tr>
<th>Student Name:</th>
<th>Student ID/95#:</th>
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<th>Recommendation Due Date:</th>
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<th>What are you applying for?</th>
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<tr>
<td>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.</td>
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<th>Why are you a good candidate for the position/program you are applying for? (2-4 sentences)</th>
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<th>How long have you known the letter writer:</th>
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<th>What classes have you taken with the faculty:</th>
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<th>In which other capacities have you known the letter writer:</th>
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- □ 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 ________________________________
  - Address/Recipient ________________________________

- □ Hardcopy Submission
  - Sealed and signed? □ YES □ NO
  - Address for submission ________________________________
  - Address/Recipient ________________________________

### Notes/Comments:

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