

# 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

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: