

ASSUMPTION  
CAREER DEVELOPMENT & INTERNSHIP CENTER

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## Tips for Career Success: Requesting a Letter of Recommendation

### Letter of recommendation vs. Reference

#### Letter of Recommendation

- Letter that supports your application to a specific internship, fellowship or graduate program
- A written letter that addresses a specific program
- Often includes waiver of confidentiality

#### Reference

- A person who will give a strong, positive statement on your behalf
- Typically shared via email or phone
- Often provided on reference list which generally includes 3-5 references

### Keep in mind...

- Choose well! Request from those who know you well and can speak positively on your behalf
- Start early and provide plenty of notice to the recommender
- Provide all information necessary – about the position, about you
- Be thankful!

### Letter of Recommendation Checklist:

- Ask for a Letter of Recommendation
  - DO: Do you feel comfortable and/or do you know me well enough to write a POSITIVE letter of recommendation for me?
  - DON'T: Will you write me a letter of recommendation?
- Give at least 4 weeks' notice
- Provide information about the position/program to which you are applying.
  - Name & brief description
  - Name of person who will receive letter, if applicable
  - Date you need the recommendation
- Provide information about YOU.
  - Why are you interested in this position/program?
  - Up-to-date resume & what you would like included in your letter
  - Transcripts, if necessary
  - Why you are asking this particular person for a recommendation
- Provide means of submitting letter
  - Either a stamped, addressed envelope or the appropriate website to submit the letter
- Follow up with the recommender approximately one week before the deadline.
- Thank the person who has written your letter.
- Let the recommender know if you have been offered the position or a place in the program.

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## Sample Reference List

### References for Sara Smith

[ssmith@assumption.edu](mailto:ssmith@assumption.edu)

508-123-4567

John Jones  
Worcester Branch Manager  
Enterprise Rent-A-Car, Worcester, MA  
[john@rent-a-car.com](mailto:john@rent-a-car.com)  
508-987-6543

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