

# GRAD SCHOOL: LETTERS OF RECOMMENDATION

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When you apply to graduate or professional school, you will likely need 1-3 letters of recommendation as part of your application. These letters are meant to boost your application by providing the application committee with third-party testimony of your skills and accomplishments.

## Who & When To Ask

- Consider asking professors and professionals related to your field of study, especially those with whom you have a good relationship. This does not mean simply choosing a professor who gave you an 'A', or a supervisor who didn't have to discipline you. The ideal letter of recommendation demonstrates a personal relationship with the applicant, so try your best to choose recommenders that know you well and can speak to your individual qualities.
- Give your recommenders at least 1 month from your earliest due date to write you a letter. This gives the person time to write a meaningful and thoughtful letter while managing their other responsibilities.

## What To Provide Your Recommender(s)

- After your recommender(s) have agreed to write you a letter, provide them with the following materials. This ensures they have everything they need to speak to how great you are!
  - Updated Resume or CV
  - An overview of the schools/programs to which you are applying (name of school, degree type, subject/concentration of program, etc.)
  - Due dates for each school/program
  - Instructions for submitting letters (note that each school may have different processes for recommenders to submit their letters, so be sure to know what each program requires).
  - An overview of your academic accomplishments, including your GPA, major GPA, relevant coursework, and grades for those courses.
    - If asking a professor to write a letter, also include any courses you took with that professor and grade(s) you received.
  - A brief "brag list" that includes accomplishments, strengths, experiences, internships, research, etc. that you would like your recommender to be aware of and emphasize.
  - A brief description of your career goals as they relate to your desired field of study.

## Waiving Your Right to Review

- Some programs will give you the option to waive the right to review the letter(s) written on your behalf. It is often best to waive the right to review, as schools may find it less helpful to read letters where the student is able to review the letter(s), and potentially influence the person writing the letter.

## Thanking Your Recommender(s)

- After your recommender(s) have submitted their letter, be sure to send them a thank you note that thanks them for writing the letter and helping you with your application.