Asking for a letter of recommendation

A letter of recommendation is a formal letter written by a professional who can speak to your skills, qualities and capabilities related to the position you are applying to.

Who can lask for a letter of recommendation?

Any professional contact who knows you well and experience working with you. You should only ask individuals you have a positive relationship with. Consider asking the people below:

Current or former supervisor: A supervisor can speak to your skills, qualifications and work ethic.

Current or former professional colleague: Only ask a coworker or classmate who can provide examples and speak to your skills.

Volunteer organization: If you have volunteered at ASU or in your community and a staff member at the organization knows you, ask if they would

be open to writing a letter!

How can lask for a letter of recommendation?

Contact them via email, instant message or phone.

Explain that you are applying for a new role.

Briefly explain the new role (provide 2-3 details).

Share your resume.

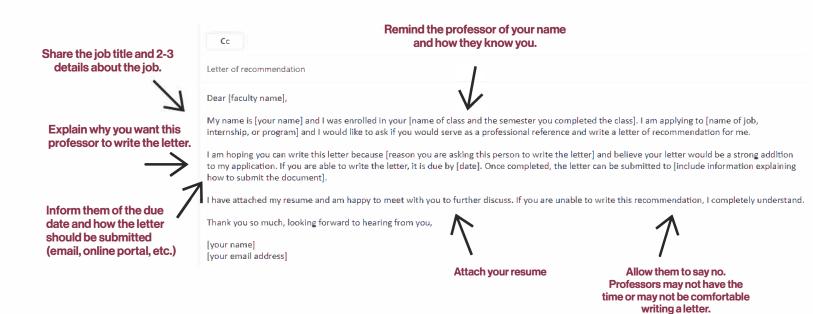
Share the job posting.

Inform them of the due date and how to submit the recommendation (email, online portal, etc.)

Avoid asking friends, family or professors who do not know you

Asking a professor, teaching assistant or faculty

You should only ask a professor that you have either worked closely with or who you have taken multiple classes with. If the professor does not know you or cannot speak to your skills, consider asking someone else. If you plan to ask a professor, follow the steps below.



Need to talk through you options or additional support?

Meet with us