

Recommendation letters are a critical component of graduate school and fellowship applications. It allows the admissions and review committees to get to know you better from the perspective of those you have worked for or taken classes from. A good recommendation letter can elevate your application and provide helpful context to complement your personal statement, transcript and CV or resume.

Seek out faculty who can speak _____ about you and your experiences.

Ask early: two months in advance is ideal but give no less than two weeks' notice (relative to your earliest deadline). It takes time to write a strong and effective letter. Please don't put recommenders in the position of having to rush this process.

Be open that some people may not feel they know you well enough to write on your behalf. If recommenders decline, be grateful; you don't want a lukewarm or mediocre letter. Their

Emphasize particular work you did in their class that you are proud of, research you worked on

3) Why am I asking you to write one of my letters of recommendation?

4) Here are 3-5 professional/personal traits or skills that might be helpful for you to know about me:

5) Other relevant details:

6) Please see attached for my: