

TIPS: FACULTY RECOMMENDATION LETTER

- ✓ Reach out to faculty who you recently took classes with. Remind them who you are- what grade you received, and anything else that may have stuck out (for example, the topic of your final paper or project, or if there were discussions, how frequently or early you posted.)

- ✓ Mention a few things about yourself – what your educational and professional goals are, what your other responsibilities are in addition to taking classes.

- ✓ Clarify that the recommendation is meant to portray the type of student you are- which a faculty member can usually speak to from your behavior in their course.

- ✓ Offer to provide additional information if the faculty member feels it would be useful.

- ✓ Give the faculty a few weeks to complete the letter...don't ask the week it is due.

- ✓ Ask a few faculty members for recommendations. So that if one or more don't feel comfortable giving one, you don't have to start the process over. It does not hurt to end up with more than one recommendation.

- ✓ Remind the faculty that the recommendation can be sent via email using their faculty email address (this alleviates any worry of having to use the school's letterhead, which can be difficult for some non-local faculty to obtain).