

REQUESTING LETTERS OF RECOMMENDATION FROM DEPARTMENT FACULTY

For those students who have earned a C grade or better we request that students adhere to the following guidelines when asking faculty members for letter of recommendation for internships, study abroad, graduate/law schools or jobs.

- 1) Provide the faculty member who is going to write the letter as much time as possible. For graduate and law schools we request no less than one month notice. For other requests we urge students to provide the letter writer at least two weeks notice.
- 2) Provide the faculty member who is writing the letter with the following.
 - Unofficial transcript(s)
 - Current resume
 - A cover letter (provide the letter writer with some information about (a) the place for which you are submitting an application (b) what makes you a qualified applicant (c) how this meets your academic and career goals)
 - Writing sample (this is for those applying to graduate/law schools)
 - Talking points (please provide a list of items you would like emphasized in the letter; including your various academic accomplishments as well as any other extracurricular activities you would like discussed)
 - Sample of your work in the professor's class (please submit a copy of graded work for the course in which this faculty member evaluated your academic performance)
 - Letter of recommendation form provided by the internship, study abroad, graduate/law school, job for which you plan to apply (please note that not all employers or schools may provide forms)
 - Addressed and stamped envelope(s) for the letter(s)
- 3) Some letters of recommendation can be submitted electronically. Please inform the faculty member if you would like your letter submitted electronically. Make sure to provide all the necessary information for electronic submission.
- 4) Check with the faculty member a few days before the due date to make sure s/he has completed your letter (and mailed it off)
- 5) Lastly, make sure the faculty member has your contact information if s/he needs to get in touch with you in the process of drafting the letter.