

LETTERS OF RECOMMENDATION

When compiling your credentials package, recommendations from professors, Field Work and internship supervisors, former employers, etc. are often completed on standard forms which can be picked up in our office. Feel free to have recommenders write on their individual, company, or university letterhead.

Request letters of recommendation only from people you feel confident can report honestly your best personal and academic qualities.

Recognize that recommenders are busy people and that it will be to your advantage to make their job as easy as possible.

- *Always* give a copy of your resume to your recommender.
- *Always* either verbally, in writing, or both, tell your recommender how and why you plan to use the recommendation.
- *Always* gather your recommendations systematically on a semester, yearly, or summer basis: as soon as possible after the experience itself.
- *Always* make sure the references you think are on file are indeed there.

The aim is to have your recommender present you in a clear, positive, professional light.

Some suggestions to be included in the recommendation:

- 1) How were you and the recommender affiliated; e.g., student, employee - and for what duration of time.
- 2) Specific details and examples of your performance.
- 3) Special qualities - outstanding academic credentials, professionalism, punctuality, dedication, popularity.
- 4) Summary and conclusion with an actual recommendation

7/23/2001