

ASKING FOR LETTERS OF RECOMMENDATION STUDENT CHECKSHEET



In order for faculty and staff to write a letter of recommendation for you, it is highly encouraged that you follow the guidelines listed below.



BE PREPARED

Be prepared to give the faculty or staff member an **updated** copy of your resume and a short goal statement about why you are applying for summer research, awards, a scholarship/fellowship, internship, employment, Resident Hall/HR, June or August Orientation positions, or graduate/professional school.



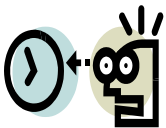
FOR YOUR FIRST REQUEST, MAKE AN APPOINTMENT

Make an appointment to meet in person with the faculty or staff member to ask if they can provide a positive letter of recommendation. Discuss your goals, your background, the purpose of the scholarship or program, and allow them to get to know you better. Ideally, you will gain constructive feedback about how supportive or positive their comments will be in your letter. This also allows you to refresh their memory to include mentioning a research paper topic or leadership project that you completed in the letter.



ASK FOR LETTERS WELL IN ADVANCE OF DEADLINES

Ask for letters of recommendation well in advance of any deadlines. Many faculty and staff members would prefer (or require) at least **2 or 3 weeks** to complete a well-written, positive letter of recommendation. This is to your advantage! Writing a thank you note/email to your recommenders is appreciated.



DEADLINE FAST APPROACHING?

If you have an immediate deadline, (less than 4 days due), let the faculty or staff member decide if they can complete the letter by the deadline based upon other commitments.

**Additional information is available in Career Services
306 Burton Morgan Center and at: www.denison.edu/offices/career**