

REQUESTING A LETTER OF RECOMMENDATION

If you can, request a recommendation letter in person, either through office hours or by appointment. Be direct, polite, specific, and brief. Should the professor agree to write the recommendation letter, the two of you can establish a plan that works for both parties. Show respect for the professor's schedule by affording a significant amount of notice with your request for this favor.

INAPPROPRIATE	APPROPRIATE
<p><i>Hello Ms. Smith: I took your class last year and need a letter of rec from a prof by next week. Will you write one for me? Thanks, Joe Jones</i></p>	<p><i>Hello Ms. Smith: I hope that you remember me from your Fall 2010 Composition I course, which I completed with an A minus. My current goal is to work part-time as an Orientation Team Leader at USF. Would you be willing to write me a letter of recommendation for this position? The letter is due in four weeks. Thank you, Joe Jones.</i></p>

ADDITIONAL TIPS

- Keep in contact with professors or supervisors you work well with. You may be contacting someone years after you worked with them.
- Offer to share both the position/scholarship/award description, your current CV, and information about why you are interested in the position so the professor or supervisor can more accurately describe you as a candidate.

