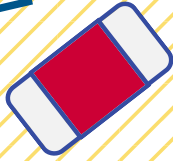




# HOW TO ASK FOR LETTERS OF REC



## WHO TO ASK

- **A professor**

Preferably one you've had recently in a subject related to your application

- **Someone who knows you**

Ideally someone who knows you well - you've spoken to outside of the classroom during office hours or departmental activities



## HOW TO ASK

- **Ask in advance**

Give them plenty of time - a good rule of thumb is at least 1 month of notice

- **Ask in person (or via zoom)**

Going to see a professor to discuss your request is preferable to an email, as it makes it easier to be clear about what you need



## PROVIDE

- **Your resume**

You may want to highlight details that distinguish you from your peers

- **Draft of application essay, statement or proposal**

- **Details**

How does this opportunity connect to your career interests?

- **How and when to submit the letter**

**Waive your right to view the letter before it is submitted!** Those reviewing your application give more weight to a recommendation letter that you haven't checked before submitting.

Make sure to send a **thank you note!**



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