

## GRADUATE SCHOOL LETTERS OF REFERENCE

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### Brainstorm

- Think about faculty and others who might serve as good reference writers for you.

### Narrow it Down

- Select several contacts who can speak positively about your academic and research abilities and the likelihood that you will be successful in graduate school or professional school.
- Advisers, internship supervisors, job supervisors, and others may say good things about you but probably haven't evaluated you in a situation similar to academic training in graduate school.
- **Important Note:** Be sure to ask your potential recommender if he/she feels comfortable writing a letter for you!

### Connect

- Set up an appointment to meet with your potential reference writer
- Put together a packet to show him/her that contains:
  - Your resume
  - List of schools you are applying to
  - Your future goals
  - A transcript that includes that courses you took from this faculty member with the grade(s) received
  - A timeline of dates when the recommendation must be received
  - A stamped envelope to send the confidential reference letter directly to the graduate program.
  - Alternatively, the recommender may be asked to sign the sealed flap of the envelope containing his/her letter and give it to you to send in with your entire application.
  - On the other hand, if the letters of recommendation are to be submitted online, provide your reference the URL and directions for uploading he letter.

**Note:** If you plan to take a year off before applying for graduate or professional school, tell the faculty member your plans and say that you will keep in touch over the year to keep him/her abreast your activities and plans. Be sure to make note of the faculty member's e-mail address.

### Follow-up

- Send formal thank-you notes or e-mail to your recommenders to show your appreciation. Keep them apprised of your acceptances or rejections.

*Courtesy of the National Association of Colleges and Employers.*