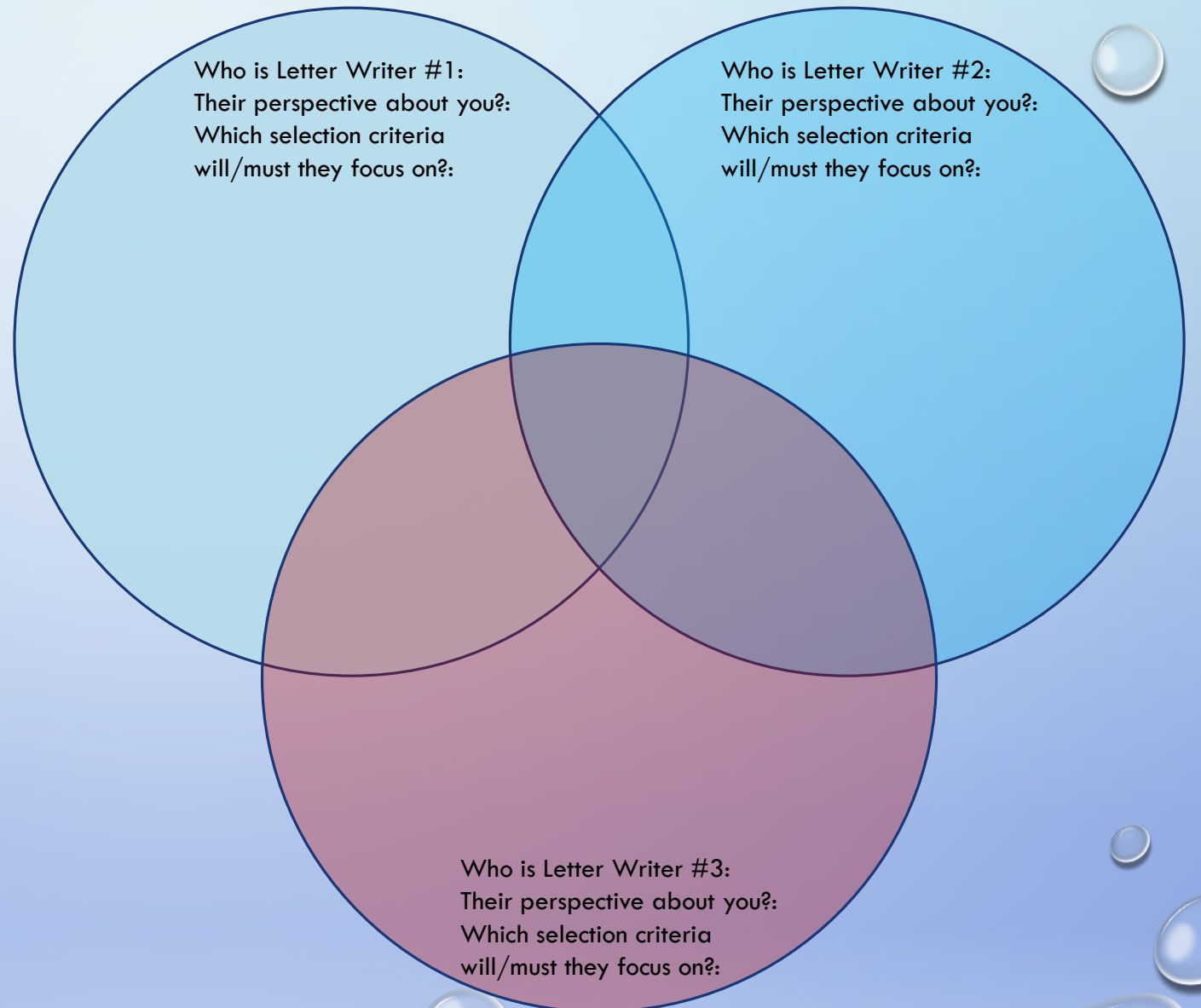


SMART STRATEGIC THINKING ABOUT YOUR RECOMMENDATION LETTERS AND LETTER WRITERS

- HOW MANY LETTERS ARE REQUIRED?
- WHAT ARE THE SELECTION CRITERIA FOR THE AWARD/POSITION?
- WHO CAN BEST ADDRESS EACH?
- DOES THE AWARD/POSITION SELECTION PROCESS REQUIRE LETTER WRITERS OF PARTICULAR STATUS OR TO WRITE ABOUT PARTICULAR SUBJECTS?
- MOST LETTERS WILL OVERLAP BUT YOU WANT THEM – READ TOGETHER – TO PRESENT A COMPREHENSIVE PICTURE OF YOU THAT COVERS THE SELECTION CRITERIA VERY WELL!



NOTES

REQUESTING LETTERS OF RECOMMENDATION (LORS) ALWAYS REQUIRES CAREFUL THINKING AHEAD OF TIME.

FIRST – WAY AHEAD OF TIME! – TAKE STEPS TO GET TO KNOW YOUR TEACHERS AND MENTORS, AND LET THEM GET TO KNOW YOU.

NEXT, WHEN YOU'VE DECIDED YOU WANT TO APPLY FOR AN OPPORTUNITY THAT WILL REQUIRE LORS, CONSIDER THE REQUIREMENTS AND SELECTION CRITERIA CAREFULLY.

THINK ABOUT WHICH POTENTIAL LOR WRITER IS BEST POSITIONED TO WRITE FOR YOU, GIVEN THOSE REQUIREMENTS AND CRITERIA.

ALWAYS GIVE YOURSELF A PLAN B.

FINALLY, PREPARE YOUR REQUEST AND INCLUDE THE REASONS WHY YOU ARE ASKING INDIVIDUAL X PLUS A MODEST AMOUNT OF RELEVANT INFORMATION TO MAKE IT EASIER FOR INDIVIDUAL X TO SAY “YES.”

SUMMER INTERNSHIP

- OFTEN REQUIRE 2 LORS
- TYPICALLY WILL BE INTERESTED IN YOUR ACADEMIC PLANS AND ACHIEVEMENTS. PUT YOUR LETTER WRITER IN THE POSITION TO KNOW MORE ABOUT YOU THAN THE DATA ON YOUR CLASS PERFORMANCE
- OFTEN WILL WANT TO KNOW ABOUT YOUR EXPERIENCE. A WORK OR RESEARCH SUPERVISOR WILL BE RELEVANT, DEPENDING ON THE NATURE OF THE OPPORTUNITY

GRADUATE SCHOOL

- OFTEN REQUIRE 3 LORS
- ACADEMIC PERFORMANCE WILL BE IMPORTANT BUT A LOT WILL RIDE ON AN ASSESSMENT OF YOUR ACADEMIC POTENTIAL, CAREER AMBITIONS, AND TEMPERAMENT. GRADUATE SCHOOL IS OFTEN A LONG HAUL; ASSESSORS WILL WANT TO KNOW THAT YOU HAVE THE RESILIENCE, GRIT, AND SMARTS TO MAKE IT THROUGH
- RESEARCH READINESS OR CAREER READINESS WILL BE CONSIDERED

FELLOWSHIPS

- 3 LORS IS OFTEN A MINIMUM! SOME WILL REQUIRE 4, 5, 6, 7, 8!
- ACADEMIC ACHIEVEMENTS AND POTENTIAL USUALLY HIGHLY COMPETITIVE PART OF APPLICATION
- LEADERSHIP OR ABILITY TO BE A POWERFUL CHANGE AGENT USUALLY AMONG CRITERIA
- LOR WRITERS SHOULD KNOW YOU WELL BUT FROM DIFFERENT PERSPECTIVES. LEVEL OF DETAIL AND PERSUASIVENESS REQUIRED IS HEIGHTENED.