

Letters of Recommendation

Who and how to ask for them

Student researchers often need letters of recommendation when they apply for grants, scholarships, internships, or graduate school. Asking faculty and staff for letters of recommendation can be intimidating but it does not have to be. These tips can help!

Who to Ask

- **Someone you have worked closely with (supervisor, mentor, academic advisor)**
- **Someone who knows you well enough to discuss personal & professional characteristics**

How to Ask

- **Provide detailed information about the grant or program you are applying for, including any specific letter requirements**
- **Remind your writer of your qualifications and experience, or provide a resume**

Remember to send a thank you note after they write you a letter and let them know the outcome.

Ask early, well before the deadline, and send friendly reminders.

Explain why you think they can write you a good letter.

If you ask, and they decline, ask someone else.