

## Etiquette when Requesting a Letter of Recommendation From TRiO SSS or faculty:

- 1) **Choose wisely** – Request recommendations from those who know you well, since they will be better equipped to write a strong and compelling recommendation for you.
- 2) **Ask early** - Ideally, give the person three to four weeks, but **never less than two weeks** to complete the recommendation. Most administrators/staff and faculty are very busy and have numerous recommendations to write, so you want to be courteous and give your recommender ample time. If necessary, refresh the recommender of the capacity in which you knew or worked with her/him.
- 3) **Provide full information including the deadline** – Give the name of the scholarship/position/program/school/etc. and a description or brief relevant information about it. Also include the name and title of the person who will receive the completed letter along with the email/address/website and the date by which you need the recommendation, and if you will pick up the recommendation personally, or would like it to be mailed, emailed, faxed, or submitted online.
- 4) **About you** – Provide your personal statement of purpose. State why you are interested in this particular scholarship/position/program/school/etc. and how it specifically fits into your short or long-term goals. Also include your up-to-date resume and most recent transcript. This information helps the recommender to tailor her/his comments in important ways.
- 5) **Review and have someone else review all documents before submission**– Make sure that the information you provide is correct, complete, up-to-date, and free from typos, misspellings, etc.
- 6) **Be gracious** – **You need to say thank you** by sending a personalized thank you note (preferably handwritten) to the individual who wrote your recommendation. Finally, let your recommender know if you got the scholarship/job/admission/etc. It is nice to let us know if our efforts were fruitful.

Begin **Now** to Build the Relationships/Connections You Will Need **Later**:

- Consistently attend SSS office hours and workshops.
- Join clubs and organizations. Take on a leadership position. Get involved with research.
- Take more than one class from a faculty member whom you might want to write a recommendation on your behalf.