

Letters of Recommendation

ADOPTED FROM DR. AMBURGEY-PETERS

Letters of recommendation are a key component of most graduate school application processes and can often be a deciding factor in the process. Reflect on your experiences to create a list of potential recommenders that would best describe your accomplishments and strengths. Consider taking the following steps.

Ask your recommender for a positive letter of recommendation.

Clarify with your recommender how much time they will need to write a positive recommendation. Make sure you share the deadline for submitting letters of recommendation. **Ask for a letter 4-6 weeks before the deadline.**

Provide your recommender with relevant information to help them write the best letter. Below are suggestions to include when your recommender confirms they will write you a positive reference:

- Brief overview of what you are applying for and why
- Resume
- Personal statement if not required for the application, describe your short-term goals
- Restate the deadline that the recommendation is due
- Include a link, if one exists, or the email for submission directly to your recommender
- Unofficial copy of your most recent transcript
- Experiences you have had together, like course work or research, with the dates in the experience, grades you received, and notable projects or accomplishments you achieved
- Personal growth or connection they have witnessed with you like a challenging semester and how you recovered, advising or research meetings, or informal meetings over coffee
- Specific qualities or experiences that you want the recommender to discuss like specific tools or methodologies you used, attending departmental seminars, or teaching assistant

Follow up with your recommender a week before the deadline. Reach out to offer any additional information they may need from you and ensure they can still meet the reference deadline.

Send a thank you to your recommender within 48 hours after they submit their letter. This could be an email, handwritten note, or in-person thank you. Writing a positive reference letter takes a considerable amount of time, so thank your recommender for their time. The thank you could also be included during the follow up, if you do not get notice that your reference has been submitted.

Meet with a Career Planning staff member on suggestions on ways to organize your letter of recommendations for individual applications.

Consider using the Letter of Recommendation planning tool on the back of this page.



WOOSTER

Advising, Planning, Experiential Learning

Letter of Recommendation

Name _____ Graduation Date _____

I.S. _____ Advisor Major _____

Minor _____ Pathway _____

Campus Box # _____ Phone Number _____

Please provide the following information, check them off as you complete the sections:

- List of schools to which you are applying and deadline for each school

School and Deadline

School and Deadline

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

- Recommendation Form
(We strongly recommend that you waive your right to read the letter, if given the option.)

- Unofficial copy of The College of Wooster transcript

- Resume or curriculum vitae

- Personal statement (most recent draft)

- List of courses you have taken with recommender

| Course | Semester | Year | Grade |
|--------|----------|------|-------|
|--------|----------|------|-------|

| | | | |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

- Standardized test scores GRE: _____ LSAT: _____ MCAT: _____ GMAT: _____

- Activities

- Awards (academic, civil, sports)

- Employment and internships

- Any other topics you would like me to address in the letter