

GRAD SCHOOL

LETTERS OF RECOMMENDATION

Most graduate schools require two or three letters of recommendation. Students should seek recommendations from faculty, employers, and advisors who are familiar with their work ethic and academic achievements.

A letter of recommendation is a detailed discussion of the personal qualities, accomplishments, and experiences that make you unique and perfect for the programs to which you've applied.

Make an appointment to speak with your Reference Letter writers.

Give your letter writers at least 3-4 weeks time and provide a file with all of your background information:

- Due Date of the Application
- Copy of the Application Recommendation Form
- Stamped envelope addressed to the graduate school
- Transcript
- Resume or Vita
- Admission Essay (Letter of Intent)
- Courses you have taken with that professor
- Research experiences
- Awards you have won
- Honor societies you belong to
- Professional Goals
- Work Experiences
- Internship or other applied experiences

The Recommendation Forms require you to decide whether to WAIVE or retain your right to see the recommendation letter. Confidential letters carry more weight with admission committees, thus you may consider waiving the right to view the letter.

Some faculty will not write a Recommendation Letter unless it is confidential. Others may provide you with a copy of the letter, even if it is confidential. If you are unsure of what to decide, discuss it with your references.