

Requesting Recommendation Letters

Writing recommendation letters is an importing act of support for your applications.

Follow the following steps to make this process work as well as possible:

1. Meet with me in person at least several weeks or, better, a month or two before the due date to ask if I am willing to write a recommendation letter.
2. If I agree to write, email me your current resume and transcript.
3. Send me a spreadsheet of the letters requested with the following information ordered by due date: Due Date, School or Organization, How to Submit (electronic or postal), Address, and Other Relevant Information. If you add letters at a later date, update the spreadsheet and resend it to me.
4. If your application includes an essay requirement, email me a finished or almost finished version of it.
5. As the due date approaches, give me reminders. You have permission to pester me a bit about when the letters are due.

--Dr. Osborne