

## Requesting Recommendation Letters

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

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

- I. 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. Describe in detail the nature of the position to which you want to be recommended.
  
- II. If I agree to write, email me the following items:
  - A. Current resume
  - B. Transcript.
  - C. Spreadsheet of the letters requested with the following information ordered by due date:
    1. Due Date
    2. School or Organization
    3. How to Submit (electronic or postal)
    4. Address
    5. Other Relevant Information.
  
- III. As the due date approaches, give me reminders. You have permission to pester me a bit about when the letters are due.

--Dr. Osborne