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:

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