



## *Tips and Recommendations*

### **1. If possible, ask in-person!**

It is more valuable to ask an individual to write you a letter of recommendation in-person. This will also allow you to have a discussion with them about your goals, aspirations, and any specifics you'd like for them to include in the letter. It also helps to establish a personal connection, making the individual more inclined to write you a supportive letter.

### **2. Send a formal email request. Make sure to include your resume and Personal Statement.**

If you are unable to ask the individual in-person, send them a formal email. Your email should be professional, polite, and include ALL relevant details. You should state WHAT you are requesting, WHY you are requesting it, and provide the DEADLINE for submission. Be sure to include details on why you chose to ask that specific individual. Here is an example:

*Dear [Professor /Dr. / Mr. /Ms.*

## Instructions for Submitting Materials

Each recommender should submit: (1) **Letter of Recommendation** and (1) **Letter of Recommendation Form**