

Letters of recommendation are written by faculty, past or current employers, and intern supervisors in support of your abilities and accomplishments.

ASK IN PERSON

- You are requesting help from your reference; make your statement in the form of request. Be willing to take “no” for an answer.
- Do not slide the request under an office door, leave it in a mailbox, or stop the person in the hallway. Find time to meet with the person to discuss your request for a letter.
- Ask if the person could give you a positive recommendation. If not, find someone who can.
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