



Tips for Career Success: Requesting a Letter of Recommendation

Letter of recommendation vs. Reference

Letter of Recommendation

- Letter that supports your application to a specific internship, fellowship or graduate program
- A written letter that addresses a specific program
- Often includes waiver of confidentiality

Reference

- A person who will give a strong, positive statement on your behalf
- Typically shared via email or phone
- Often provided on reference list which generally includes 3-5 references

Keep in mind...

- Choose well! Request from those who know you well and can speak positively on your behalf
- Start early and provide plenty of notice to the recommender
- Provide all information necessary – about the position, about you
- Be thankful!

Letter of Recommendation Checklist:

- Ask for a Letter of Recommendation
 - DO: Do you feel comfortable and/or do you know me well enough to write a POSITIVE letter of recommendation for me?
 - DON'T: Will you write me a letter of recommendation?
- Give at least 4 weeks' notice
- Provide information about the position/program to which you are applying.
 - Name & brief description
 - Name of person who will receive letter, if applicable
 - Date you need the recommendation
- Provide information about YOU.
 - Why are you interested in this position/program?
 - Up-to-date resume & what you would like included in your letter
 - Transcripts, if necessary
 - Why you are asking this particular person for a recommendation
- Provide means of submitting letter
 - Either a stamped, addressed envelope or the appropriate website to submit the letter
- Follow up with the recommender approximately one week before the deadline.
- Thank the person who has written your letter.
- Let the recommender know if you have been offered the position or a place in the program.



ASSUMPTION COLLEGE

CAREER DEVELOPMENT & INTERNSHIP CENTER

Sample Reference List

References for Sara Smith

ssmith@assumption.edu

508-123-4567

John Jones
Worcester Branch Manager
Enterprise Rent-A-Car, Worcester MA
john@rent-a-car.com
508-987-6543

David Walker
Associate Professor of Marketing
Assumption College, Worcester MA
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508-767-7099

Jane Martin
Customer Service Manager
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