

TIPS FOR GETTING AWESOME LETTERS OF RECOMMENDATION!

1. Build Relationships!

- Get to know your mentors, advisors, and professors and help them get them to know you
- People don't want to help students they KNOW – If they don't know you, then they can't write a very good letter
- Reach out, stay connected, keep them updated on how you are doing

2. Make it as EASY as possible for them

- People are busy but they WANT to help you!
- Bring/Email your resume, transcript, personal statement along with the information about the scholarship you are applying for
- Tell them when you need it by and in what form – PDF or hard copy in a signed envelope
- Ask them to write “To Whom It May Concern” so that you can use it again for multiple scholarships

3. Ask for letters in ADVANCE

- Give your recommenders **at least** two weeks to get the letter done
- Follow-up with them a week after you asked them
- People are busy which means that following up is important

4. Keep in touch!

- SEND THANK YOU NOTES!
- We want to know what happened after we write the letter – if you received a scholarship, let us know 😊