

Letter's of Recommendation

- Summer programs
 - Scholarships / fellowship
 - Graduate program
1. Email your professor ahead of time to speak during their office hours about the possibility of requesting a letter of rec.
 2. In person, describe your intention behind asking for a letter and ask for advice
 3. Email your professor
 - a. Name and deadline of program
 - b. A list of:
 - i. course title, year/quarter taken, and grade you received
 - ii. Final term exam/paper
 - c. Official transcripts
 - d. Statement of purpose
 - e. Personal statement
 4. Follow-up with email reminding about submitting letter or thanking for having done it.

Example:

Greetings Professor Sammy-Slug,

First, I hope you find yourself blissful and healthy. Second, thank you for meeting with me to discuss my request for a strong letter of recommendation. As you are well aware, I am pursuing a Ph.D. in Philosophy and my application deadline is January 9th. I am attaching:

1. Statement of Purpose
2. Writing Sample
3. UCSC Academic Transcripts
4. CV
5. CRES 100 Final Term Paper
6. CRES 10 - 1st Reading Reflection, Midterm, and Final Term Paper

I'd like to remind you that I had the wonderful experience of being your student in CRES 10 / Winter of 2016 and CRES 100 / Fall of 2017 for which I received a letter grade A in both courses.

Thank you, Professor Slug, for your extended support.

Attentively,

(Student Name)