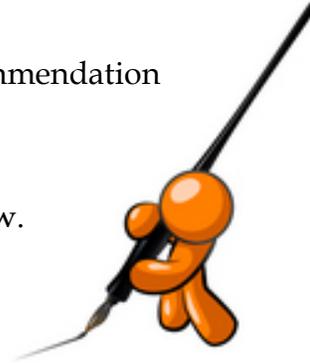


HOW TO GET A STRONG RECOMMENDATION FROM YOUR PROFESSOR

If you would like to

- get a strong positive recommendation
- sent to the proper people
- by the deadline,

then follow the guidelines below.



Guidelines:

1. Ask your professor whether s/he can offer a strong positive recommendation.
2. Give your professor at least two weeks lead time before the due date.
3. In as few emails as possible (or, if necessary, in hard copy format), give your professor:
 - a. instructions on how to submit the recommendation (e.g., emailed to a particular person, submitted on a specific website, sent to a certain address via postal mail);
 - b. the necessary forms (if any) completed by you to the greatest extent possible;
 - c. a copy of all your application materials (e.g., letter of application, resume);
 - d. the description of the opportunity to which you are applying;
 - e. any additional information that may help strengthen the recommendation (e.g., guidelines for references); and
 - f. a list of positive things that s/he should remember about you (e.g., your professional strengths as students or teaching assistants in your prof's classes, your personal qualities, your service and outreach activities).
4. Expect your professor to provide an honest recommendation for you.
5. Waive your right to see the recommendation in order to increase its credibility.

You may only need to provide the name and contact information of your references to complete your application for some opportunities. If this is the case, tell your professor that s/he might expect a phone call from a particular person, and email him/her the items listed under 3 c through 3f above in a timely manner so that s/he can prepare for the phone call.

Good Luck!

If your application was successful, remember to send a thank-you message to all the people who sent recommendations.