

Recommendation Request

Recommendation letters are an important part of your application. The letters communicate information about you to the admissions officers, who are looking for candidates with impressive academic, personal, and social skills who will success in college and beyond. In order to have a strong letter of recommendation or reference, you need to build quality relationships with the supervisor, faculty and/or staff.

E-mail Subject

Create an appropriate e-mail header for the professor/potential recommender to avoid your email being put into their “spam” folder.

First Paragraph

In the opening paragraph, point out your relationship with the professor/professional you are interested in obtaining a letter of recommendation from. This would also include reasons why you are interested in applying to which program. If they have their doctoral degree, it is polite to say, “Dear Dr. First & Last Name”.

Second Paragraph

Be informative on what programs you are interested in, this includes: contact information, the letter format and the deadlines.

Example

Listed below are the programs I am highly interested in applying to:

Full Contact Information and Program Name	Deadline	Any Special Notes
UC San Diego urstars@ucsd.edu The Graduate Division, UC San Diego 9500 Gilman Dr. La Jolla, CA 92093-0003	February 20, 2019	PSYC 329 – Psychology of adulthood and aging (Grade: B+) Email submission: urstars@ucsd.edu
UC Santa Barbara Ethany.Stewart@graddiv.ucsb.edu (805) 893-2104 Academic Research Consortium Email Letter to Ethany Stewart, Assistant Director of Outreach and Diversity initiatives	March 13, 2019	Please complete online form: http://www.graddiv.ucsb.edu/docs/default-source/default-document-library/2016-arc-letter-of-recommendation-form.pdf?sfvrsn=0 And email a pdf of online form & recommendation letter to ethany.stewart@graddiv.ucsb.edu

Closure

Be sure to stay professional and kind in your close. The recommender is someone you know and need to maintain a strong relationship with.

Recommendation Request

Letter of Recommendation Request Example

To: professor@csusb.edu
From: cody.coyote@csusb.edu

Subject: Letter of Reference/Recommendation Request, Cody Coyote

Dear Professor X,

I hope you have had a great quarter so far! I am applying for the [NAME OF PROGRAM] summer research program and would like to request a letter of recommendation from you on my behalf. I was in your [COURSE NAME/TITLE] class during [FALL/WINTER/SPRING/SUMMER] quarter/semester, and I really appreciated the time and assistance you offered me and all your students. My [SKILL: RESEARCH/WRITING] skills improved dramatically and I gained a better understanding of [TOPIC COVERED IN COURSE].

I have since applied the knowledge gained from your class to my work as a [TITLE: e.g. volunteer] at [PLACE]. After graduation, I hope to pursue a career in [CAREER FIELD] to encourage students to pursue higher education. Listed below are the programs I am highly interested in applying to:

[INSERT TABLE HERE]

The [NAME/TITLE] program is for students who are interested in [E.G. CONDUCTING RESEARCH], I have experience in research

and am involved in the community. Please focus on these areas when composing the letter.

I have attached my resume and reference forms to this email below. Please let me know if you have any questions or concerns.

Sincerely,

Cody Coyote
Psychology Department | Undergraduate Student
California State University, San Bernardino