

LETTERS OF RECOMMENDATION

If you are REQUESTING that a letter be written on your behalf:

- Ask the writer if he or she can give you a **positive** recommendation, and be open to the fact that by asking you may receive a "no" as an answer. It's MUCH better to ask someone else than to have a less-than-stellar letter in your file.
- Put your request in writing and provide information on the position or program/school for which you are applying.
- Provide the letter writer with plenty of time to complete your letter. Remember that these letters take time to create.
- You may want to provide the writer with a current copy of your résumé. This will remind the writer of your unique talents, accomplishments and experiences. If there are any qualities you would like emphasized, mention them to the writer so they can be considered for inclusion.
- Make sure that all waivers are signed before you distribute the letter of recommendation forms.
- Most graduate schools and Career Services require that you either waive or retain your right to see the letters.
- Give the writer an envelope addressed to the Office of Career Services (stamped, if it needs to be mailed from off campus).
- Keep in mind that faculty and employers often have many letters to write. Well before you ask that your credential file be sent out, call us at 315-792-3087 to be sure all your letters have been received.
- Be sure to thank the writer. He or she has given you a boost toward your career goal!

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