

Tips and Tricks – Letters of Recommendation *

- Be strategic about who you ask (folks who know you well) 1 academic, 1 boss/mentor/coach/other
- Say - “can you write me a strong letter?”
- Provide materials to letter writers
 - Bullet points on opportunity
 - Bullet points on why you are a good fit
 - Different info for different writers
- Give your writers LOTS of lead time
- Send reminders - 2 weeks ahead, 2 days ahead