Guidelines for Submitting Letter of Recommendation Request to a Professor

It is important to professors that they are able to write a comprehensive, supportive, and detailed letter of recommendation. Follow the steps outlined below to ensure an appropriate letter of recommendation is provided.

- Professors must know you in a manner where they can write about what they have witnessed regarding your growth and development, strengths, abilities, etc. Needed to have had the opportunity to witness improvements and demonstrated learning.

- Those who develop recommendation forms ask for assessment of knowledge relating to:
  - Leadership Ability
  - Character & Integrity
  - Motivation
  - Potential as...
  - Maturity
  - Independence & Initiative
  - Sense of Responsibility
  - Oral & Written Expression
  - Ability to Get Along with Others
  - Work Ethic

- In order for professors to rate you in the top 1% or as outstanding or exceptional, they need to have been able to witness these qualities in action.

- You don’t want a recommendation to include 8 “I have insufficient basis for judgment” boxes checked off on the form. Not a strong recommendation.

Recommend emailing the following information with attachments where necessary

- Send an e-mail message to your professor with the subject line reading “Letter of Recommendation Request”
- Description of what the recommendation is for. Ex. Scholarship, Leadership Position, Graduate School, etc.
- Why are you interested in submitting such an application? Why this position, scholarship, etc.
- Evidence of your chances in receiving this award, scholarship, position, pursuing a graduate degree (what makes you eligible)
- Attach a current resume, which includes campus involvement, honors and awards, work experience
- Deadline information – When you will either need to have the recommendation completed or when the letter is due (via mail or completed online)
- Directions for completing the recommendation
  - Ex. Is the Professor mailing it? (if so, must provide addressed envelope and stamp)
  - Are you picking it up from their office? (arrange a place to receive it)
  - Will the Professor receive an email prompt to complete the recommendation online

Requests should be made at least two weeks prior to the deadline of submission.
Other Things to Consider Including in Your Email Request…

- How do you and the professor know one another? Through enrollment in a class (provide semester and year), through work (provide job position and time of employment), through a student organization (provide involvement and time within the organization).
- Links to websites regarding the scholarship, graduate program of study, position description, etc.
- If you have an actual hard-copy of a recommendation form, be sure to complete applicant (your) information usually found at the top of the form.

After the Recommendation is Completed…

- Send an email to the person who provided you with the letter with an acknowledgement that the application has been sent and an anticipated time of hearing an answer back.
- Let the person who provided you with the recommendation know the outcome, either a yes or no.
- Understand most Professors who provide recommendations save letters so if you need another one in the future one can be provided. Still send an email though providing the same information.
- A recommendation is an honest assessment of the recommender regarding the answers asked by the entity (scholarship program, graduate school, corporation, etc.) involved. Most will not provide students a copy of their recommendation. Encouraged to have a conversation with a potential recommender regarding their philosophy/approach to writing letters of recommendation in advance.

Contact Information:

Director: Jennifer Wright (Jennifer.Wright@ucf.edu)
Office Location: Ferrell Commons Room 142
Office Phone: 407-823-3477
Office Web-Site: http://www.ied.sdes.ucf.edu

Funding Assistance from the Student Government Association
Office of Student Rights and Responsibilities
Division of Student Development and Enrollment Services