

# 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                      Independence & Initiative
  - Character & Integrity                      Sense of Responsibility
  - Motivation                                      Oral & Written Expression
  - Potential as...                                      Ability to Get Along with Others
  - Maturity    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.

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## 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:

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