

**Procedure for Requesting Letter of Recommendation**  
**From Sara Goldrick-Rab**

1. Email me with your request at least 3 weeks before the letter is due. Ask me the following question: "Can you write me a strong letter of recommendation for a job or a graduate school application?" In order to write you a strong letter I need to have known you for a reasonable amount of time in a capacity where I can get to know you and your work. If my answer to this question is yes, then proceed to the next step. If my answer is no, it is not because I do not like you as a person. It is because I sincerely believe that I cannot write you a letter that will help you to obtain a job or gain admission to graduate school, and think you'd be better off asking someone else.

2. If I agree to your request, submit the following documents to me, in paper copy, in my EPS mailbox (2<sup>nd</sup> floor Education):

- a copy of your current CV
- a copy of your Personal Statement and/or Writing Sample, if applicable (dissertators, I require a chapter of your dissertation)
- a copy of the application for which you are requesting a letter of support OR your letter of application
- a copy of any written criterion for the job, award or scholarship AND a brief (1-2 paragraph) statement about why you think you meet those criteria, if that is not covered in your letter of application
- a copy of your transcript (unofficial photocopy is fine)
- a signed confidentiality form, if applicable
- a list of other places where you are applying
- contact information for your Faculty Advisor

3. In addition, you should include a note clearly stating *when* the letter is due, and *where* it should be sent. If it is to be sent via postal mail, provide a pre-addressed and stamped envelope, paper-clipped to the other materials.

4. If you require multiple letters, include a cover sheet listing all relevant information for each letter, and the associated deadlines.

5. Please note: I will not provide unsealed letters of recommendation directly to students or agree to write recommendations for students who do not waive their rights to see my letter. All of my letters will be enclosed in a signed/sealed envelope. If you are required to submit the letters with your application, let me know and I'll return this sealed envelope to you to submit.

*Thank you. Providing me with this information will help to ensure that I write you the most effective letter possible.*