Letters of Recommendation

Dept of Human Development and Family Science
North Dakota State University

NDSU
Who to Ask

• Someone who knows you well and can speak highly of your accomplishments and abilities
• At least 2 of the letter writers should be within your chosen field or a closely related field
• Letters from professors are preferable
How to Ask

• Set up a meeting with your potential letter writer (this is better than asking via email or phone)

• Explain to the letter writer that you are applying to graduate school and identify the schools and programs

• Ask the letter writer if he/she would be willing to write you a positive recommendation
What to Give Your Letter Writer

- Curriculum vitae or resume
- Your college transcript
- A writing sample
- Your personal statement
- Other information or material that is relevant to the school/program to which you are applying
- The specific recommendation form for the school/program if required
- A list of all the schools and programs to which you are applying with instructions (e.g., online or mailed letter) and due dates
Some General Guidelines

• Give your letter writers ample time (at least 4 weeks before due date)
• Send your letter writers a thank-you note and let them know your plans once decided