

## How to ask for recommendation letters

Dear student,

if you want a professor to provide recommendation letters for you, please follow these simple steps:

Before even applying, prepare the following information:

1. Your updated CV or Resume (in PDF). Make sure it lists those key achievements that should probably be mentioned in recommendation letters (awards, fellowships, experiences, etc.). Where necessary, provide some comments on these achievements. For example, if you got a "Wonder-Shmonder Prize" in 2015, add a sentence explaining what it is given for, how many are given each year, who gives it, what did you do to get it, or some other useful info to this effect.
2. A neatly organized list of places you are applying to. For each application you are planning to submit, write:
  - a. The name of the place, fund or school
  - b. The name of the position, scholarship or role you are applying for
  - c. 1-3 sentences about this place (fund, or school), about what they are doing in general, and the role you are applying in particular. What are they looking for?
  - d. A web-link to the most relevant web-page with extra info
  - e. A short explanation of how the recommendation letter should be delivered (sent to a certain e-mail? Submitted online? Or will they contact us? Make sure to figure it out).
  - f. Due date for the letter.

Send your CV and the information about all your applications combined, in one e-mail, with a good meaningful title (Something like "Recommendation letters for Aisha Smith")

Don't ask for more than 10 recommendation letters from one professor per season =)

Ask at least 2 weeks in advance.

Talk to the professor in person either before or after sending this information (maybe both). Give them a chance to ask you for additional info if they don't understand something.

Good luck!!