LETTERS OF RECOMMENDATION

In your senior year, if not before, you will probably want to approach your professors for letters of recommendation. Professors get lots of these requests, so it is in your interest to follow these guidelines:

- ask for the letters well in advance of the deadlines
- provide copies of all the forms required, including stamps on the envelopes the recommender is to send separately
- give the recommender a copy of the written statement or letter you will be sending with your application; if you plan far enough in advance, the recommender might be willing to look at a draft of this letter and make suggestions for its improvement
- give the recommender a separate note indicating what elements of your qualifications the recommender should emphasize, a list of the courses (with quarters and grades) you have taken from the recommender, and possibly a writing sample from one of those courses to remind the recommender of your work
- check back with the recommender a bit before the deadline to inquire, gently, if the letter has been sent; you might want to provide the recommender a stamped, self-addresses postcard and ask the recommender to send it to you when the recommendation goes in the mail.

From the UC Davis Art History website