

Recommendation Request Guide

Overview

A recommendation letter or reference letter is written by someone, usually a professional who is providing a positive, supportive, and honest recommendation for a job/internship, scholarship/fellowship, or graduate school. Recommendation letters describe and add value to an individual's qualifications, skills/competencies, education, and professional experience that makes the candidate a good fit with the role or graduate school program.

Tips

- Review the role or graduate school program you are seeking to **identify the requirements**.
- Make a list of **professionals** (professors, supervisors, mentors) who are familiar with your academics, competencies, experiences, and career goals.
- Carefully choose **supportive** and **enthusiastic recommenders** who can vouch for your qualifications and readiness to succeed in the role or grad program. Consider these questions when deciding on your prospective recommenders:
 - Who has knowledge of my competencies, skills, and qualifications?
 - Who can provide a positive, supportive, and honest recommendation?
 - Who can provide examples of my experiences, employability, and work-related qualities?
 - Who has knowledge of my academics and career goals?

REQUESTING RECOMMENDATION LETTERS

- Contact your prospective recommenders to **explain the need for a recommendation** (see recommendation request samples).
- **Ask** your prospective recommenders **in a polite, direct, and open way** if they feel comfortable writing a **positive, supportive, and honest letter**. Allow them to **comfortably share a response**, even if it's a "no." *Do not pressure a person to accept!*
- To **help** your **recommenders produce a solid, credible, informative, and outstanding letters**, share pertinent documents:
 - Job/internship description, fellowship/scholarship, or grad program information.
 - Resume/CV, cover letter, statement of purpose/personal statement, courses taken, GPA, transcripts, etc.,
 - Information about when and how to submit recommendation letters.
- Learn about the [Family Educational Rights and Privacy Act \(FERPA\)](#) to make an informed decision about waiving or not waiving your right to inspect recommendation letters.

Recommendation Request Guide

LETTERHEAD

Use the same heading from your resume/cv.

RECIPIENT'S INFO

Date, recipients name/title, dept/institution name & address

SALUTATIONS

Dear Mr., Ms., Mrs., Dr., Professor.

FIRST PARAGRAPH

Indicate if you waive or don't wave your right to inspect the letter. State the degree type, program, and grad schools you are applying to. Include the deadline.

MIDDLE OF THE PAGE

Indicate the courses & semester when you took classes with your recommenders. As applicable, include research and lab assistance positions.

FINAL PARAGRAPH & VALEDICTIONS

List enclosed documents. Indicate next step: looking forward to connecting about letter. Thank your recommender & provide contact info. Include valediction, sign & print name.

Recommendation Request Sample-Grad School

Mary Smith

(559)123-4567 | mssmith@gmail.com | [linkedin.com/in/marysmith](https://www.linkedin.com/in/marysmith) | Fresno, CA

September 20, 20XX

Maria Lopez, PhD
Department of Kinesiology
Fresno Pacific University
1717 S Chestnut Ave
Fresno, CA 93702

Dear Dr. Lopez:

Thank you for agreeing to write a letter of recommendation on my behalf. I hereby waive [waive **OR** do not waive] my right to inspect the letter of recommendation written for me and sent to the designated schools of my choice. I am applying to the doctorate [masters, doctoral, credentialing] program in Physical Therapy [specialized program name] at California State University, Fresno, and University of Saint Augustine [list grad schools]. My earliest deadline is October 20, 2021 [enter deadline].

Here are the courses I have taken from you.

| | |
|-------------|--------------------------------|
| Fall 20XX | Physiology of Exercise |
| Spring 20XX | Fundamentals of Motor Behavior |
| Fall 20XX | Internship in Kinesiology |
| Spring 20XX | Undergraduate-Senior Research |

It would also be helpful if you could allude to my performance in the following:

| | |
|-------------|--------------------------------|
| 2020-20XX | Kinesiology Research Assistant |
| Spring 20XX | Lab Assistant |

Finally, I have attached my curriculum vitae, statement of purpose and information about the doctoral Physical Therapy program [list enclosed documents] that I am applying that might be useful. Looking forward to hearing from you soon. Feel free to contact me at (559)123-4567 [phone #] or mssmith@gmail.com [email] if you have any questions or need additional information. Thank you for your ongoing support with my graduate school application process.

Sincerely,

[Handwritten Signature]

Mary Smith

Recommendation Request Guide

LETTERHEAD

Use the same heading from your resume/cv.

RECIPIENT'S INFO

Date, recipients name/title, dept/institution name & address

SALUTATIONS

Dear Mr., Ms., Mrs., Dr., Professor.

FIRST PARAGRAPH

State the role/position title, company name, city, & state for which are applying to. Include the deadline.

MIDDLE OF PAGE

Indicate the positive impact a recommendation will make on you career. List the role/position title you worked for your recommender. List the areas you worked in & pertinent observations to highlight.

FINAL PARAGRAPH & VALEDICTIONS

List enclosed documents. Indicate next step: looking forward to connecting about letter. Thank your recommender & provide contact info. Include valediction, sign & print name.

Recommendation Request Sample-Employment

Mary Smith

(559)123-4567 | mssmith@gmail.com | [linkedin.com/in/marysmith](https://www.linkedin.com/in/marysmith) | Fresno, CA

September 20, 20XX

John Kunz, PhD
ABC Physical Therapy Clinic
1111 S Chestnut Ave
Fresno, CA 93702

Dear Dr. Kunz:

Thank you for agreeing to write a letter of recommendation on my behalf. I am in the process of seeking employment as a Physical Therapist Assistant [role/position title] with Valley Children's Therapy Services in Fresno, California [company name, city & location]. My earliest deadline is October 20, 2021 [enter deadline].

A positive reference from you would enhance my prospects of achieving my career goals. If you can attest to my qualifications for employment and to the skills, I attained during my undergraduate pre-physical therapy practicum under your supervision at ABC Physical Therapy Clinic.

Here are some areas I assisted with under your supervision:

- Evaluation and review of comprehensive treatment plan
- Assist with treatment exercise warm-ups
- Prepare physical therapy modalities

It would also be helpful if you could allude to my performance in following ethical procedure:

- Patient's confidentiality
- Physical Therapist code of ethics

Finally, I have attached my curriculum vitae, cover letter, job description [list enclosed documents] that might be useful. Looking forward to hearing from you soon. Feel free to contact me at (559)123-4567 [phone #] or mssmith@gmail.com [email] if you have any questions or need additional information. Thank you for your ongoing support.

Sincerely,

[Handwritten Signature]

Mary Smith