

Letters of Recommendation

When requesting letters of recommendation, three rules apply:

1. Give plenty of notice *(Two weeks, at minimum one week)*

You are asking busy people to do a favor for you, treat them respectfully by giving them plenty of notice. Be prepared to give them reminders of your deadline.

2. Provide a summary *(Your goals and strengths or a resume/activity chart)*

It may be a while since you've had their class or they may want to know more about the aspects of your life they don't see. This information helps them to write a more comprehensive letter and shows your willingness to take responsibility.

(Include clubs, extra curricular activities, volunteer activities, work, etc.)

3. Don't ask if you're not sure of a positive letter *(Ask someone to write a letter of recommendation who has observed you at your best)*

An instructor who has seen you do well or who has had you in more than one class is a good bet. Even if you struggled, if they saw you working hard they could be a good reference.

We suggest that you request at least two letters of

recommendation:

- **1-2 Letters** from UCC instructors in whose classes you have done well and/or established a relationship with them.
- **1 Letter** from a community member who knows what your goals are and a bit about your background.