

Requesting a Letter of Recommendation



When applying to graduate school you will likely need 1-3 letters of recommendation from faculty members at your respective university. Typically, letters of recommendation should come from faculty members that know you outside of the classes you have taken with them. Make sure to ask at least 6 weeks before the application is due! Give your recommender adequate time to write you a strong letter.

You can use this template when emailing your professors for a letter of rec:

"I am applying for masters program this fall. Would you be able to write me a strong letter of recommendation to support my application? If you do have

the time, I can provide more background to help inform your letter and additional information on the submission requirements."

If they agree to write you a letter, you should provide the following information to provide your letter writer with all of the important information.

1. List of programs and corresponding deadlines

University Name	Name and Type of Program	Deadline	Instructions for Submission	Anything else I should note?
Chapman University	Marriage & Family Therapy (MA)	February 1st	A link will be sent via email	No

2. Draft of application statements (personal statement or research statement)
3. CV/Resume
4. Short summary (3-4 sentences) of your experiences with them and how you have distinguished yourself from other students.
 - a. If you have taken any courses with them, include the name of the course and final grade.