



Dear **[Professor, Manager, Mentor, Research Advisor, etc.]**,

[Introduction]

I hope all is well! This upcoming Fall 2021, I will be applying to graduate schools to obtain a Masters in Computer Science with a concentration in Human Computer Interaction. *[State your relationship with the person you are writing to: for instance, I took many of your courses, interned for you, did research with you, etc.]*

Relationship with a professor

Ex: Throughout my 3 years of college I have taken three of your courses which include Intro to Computer Science, Algorithmic Design, and Operating Systems.

Relationship with intern manager

Ex: The Summer of 2021 I had the pleasure of working on your team as a Software Engineer Intern where I implemented an AI classifier to detect different anomalies in traffic stop surveillance.

[Optional: Continue by stating how their course, internship, or research experience you had with them helped you with your decision to pursue graduate studies or in general why you plan on pursuing graduate school. Keep this brief.]

Ex: Your Operating Systems course in particular inspired me to further my education in system designs to learn more about different system design principles and architectures.

[Conclusion]

I truly would appreciate it if I could put you on my list of recommenders for my graduate school applications. I will make sure to provide you a list of schools I am applying to as well as keep you updated with the deadlines for these applications. I will also supply important resources on letters of recommendations from the schools, my resume, CV and important documents. I plan on sending all of this in the next few weeks.

Thank you so much and I really hope you can consider writing a letter of recommendation for my graduate school application.

Best Regards,
[Your Name Here]



Important to note:

- Email did not include any specification of schools. The reason for this is because you want to send this email out early as possible; ideally at the beginning of the school year you plan on applying (August, September)
 - Once you have a solidified list of places you are applying to and know which schools your recommender will be writing to, ensure to send a follow up email. List those graduate schools, deadline of those schools, followed with your resume, CV, and any important documents that the graduate school might have provided for the letter of recommenders.
- I added the concentration I am also applying to, "Human Computer Interaction" it is totally fine to leave this out especially if you don't know yet but ensure to make it clear in later emails
- Lastly, space out the follow up emails but not too spaced out. Make sure it's clear in the follow up emails the deadline of the letter of recommendation and your own personal deadline.
 - Personal deadline are extremely important in this process and I recommend to set them a week or two weeks before the actual deadlines especially for letters of recommendation