

Emailing your Letter of Rec writers

(after confirming that they're willing & comfortable to provide letter)

[Name] –

Thank you again for being willing to write letters of rec for me for this job cycle! It means a lot to me that you feel comfortable writing them. As I mentioned in my email asking you, **the first job app letter deadline coming up is [Month, Date] at [time AM/PM timezone].**

In order to make your life easier in writing, I've attached my CV to this email. In addition, I've made a Google Sheets spreadsheet (added you to it) that we can both use to track the jobs/fellowships I'm planning to apply for, when they're due, and when you have submitted the letters for them. I've linked the job ads for each position as well as any additional information you may need (like addresses for letterheads, etc).

That should be the final list of apps I'll be doing, but if I add any more I'll ping you after adding them to the spreadsheet to let you know!

Aside from the information above, if you are comfortable with this I would appreciate it if you would **highlight your experience with me** as a collaborator/co-I as well as **your impressions of my science and my general leadership potential**. I think you are my strongest writer in addressing these impressions of me -- but also please feel free to write about anything else that you want as well!

For most of these apps, my deadline is before yours -- so I will send you the statements I write for these positions upon submission (in case you'd like to reference them in your letters). For the apps where we have the same due date, I will either send you a working draft or reference a previous app's statement that's similar. In case it's helpful, for now I've attached my [upcoming job app] statement -- which mostly covers the science I'm interested in, but of course depending upon the position I may focus more on [Science 1] things or [Science 2]-related things (or other science!).

Please let me know if you have any questions about any of this!

Thank you,
[your name]

Notes on email:

Timezones: Include both what the deadline time is in your timezone but also what it is in your letter writer's timezone!

Tracker spreadsheet: When you mention the letter of rec tracker spreadsheet in your email to your letter writers (see that section underlined above), link to that letter writer's specific Google Sheets tracker. See template here: [letter of rec tracker template](#)