

LIST OF SCHOOLS

1. **UNIVERSITY NAME** - **NAME OF PROGRAM & HYPERLINK OF PROGRAM WEBSITE**

ABOUT ME:

While you should already know your recommender and they should know you, this section allows you to demonstrate how your background has led you to your decision to apply. This should have bits and pieces from your personal statement. Don't feel like you have to make this long, but ensure that they have enough information about where you are coming from to write about where they see you going into the future.

Why (INSERT DEGREE PROGRAM):

This section is meant to provide the recommender with knowledge about why you're interested in the degree you are pursuing. If you are interested in multiple degrees this is a good place to include the reason why your interest varies. With this, you're essentially telling the recommender, "I am interested in _____ degree program for XYZ reason." This helps them demonstrate your interest clearly in their recommendation letter and ensure that it is in line with what you write within your application.

Why (INSERT SCHOOL):

This section should be utilized if you are wanting your recommender to write their letter tailored to different schools. You should be telling them why you are interested in that specific school and what they offer you. Is it the professors? Is it the offer to study abroad? Is it the diversity of the campus? Is it their mentorship program? Do they have specific resources that you cannot find anywhere else? Use this to demonstrate to your recommender that you have done your research so they can demonstrate that in the letter they write on your behalf.

REASON FOR APPLYING TO DEGREE:

If you are applying to get your masters, or PhD, or bachelors degree you have a reason why. Is it to gain more knowledge? To put you in the position for a certain job? To advance your career? Is it a necessary requirement for your next step? Recommenders want to know that you have carefully thought about your decision to even apply or consider the degree. This allows them to be able to write effectively and say without a doubt that you want this degree for the right reasons.

POST GRADUATION:

In this section you should write about your future plans. After you leave the institution you are at, what are you planning to do? What is the overall purpose of everything? Think big picture. What are your goals after you graduate from graduate school? Where are you hoping to work? Do you have a dream life in mind? This section is your opportunity to provide your recommender with an overview of your short and long term goals and how both your undergraduate and graduate school fits into those plans. This is a good section to provide broader context for your graduate school.