



LETTERS OF RECOMMENDATION

This document is to provide students tips on requesting a letter of recommendation from academic faculty or mentors. Included is a sample email requesting a letter of recommendation.

TIPS

- DO: Be professional in your communication
- DO: State that you are applying for a summer research internship
- DO: Provide some information about why you are a good fit for the internship
- DO: Politely ask for the faculty/mentor to write you a letter of recommendation
- DO: Explain the letter needs to speak to your academic performance, research interests/experience, or maybe working with you on a project.
- DO: Provide a deadline when you need the letter from the faculty/mentor
- DON'T: Wait until the last minute. Give your faculty mentor at two weeks to respond
- DON'T: Pick a faculty mentor who does not know you well, or cannot speak to your academic performance or work on a project

SAMPLE TEXT FOR REQUESTION LETTERS OF RECOMMENDATION

Dear Dr. Shaw –

I am reaching out to see if you would be willing to serve as a reference for me. I am applying to the Summer Internship in Science and Technology (SIST) program for undergraduate students at Fermi National Accelerator Laboratory. Here is the website for more information:

<http://diversity.fnal.gov/sist/faculty/>

This paid internship will provide me a 12-week summer research experience at a national Department of Energy laboratory that specializes in high-energy particle physics. My academic preparation in materials science and my experience working with you on the project in E321 makes me an excellent candidate. In addition, I have an interest in research and would like to pursue a master's or Ph.D. in my field.

Please let me know if you would be willing to write a letter of recommendation for me for this internship. **Letters of recommendation must be received by January 29, 2019** to be included in my application package.

Thank you in advance for your consideration.

Sincerely,

Deb Cole, BS Materials Science Major, Class of 2020

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