

# Recommendation Letter Guide

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## Step 1: Build Relationships

Go to office hours even if you don't need help!

Follow up with past internship or research advisors

Make your goals known!  
Tell your professors you are looking for a job internship or research opportunity

## Step 2: Divide Your Content

List all of the things you've been involved in or accomplished

Decide what you want your recommendation letters to cover

Chose 3-4 specific points for each topic and ask them to write about that

## Step 3: Ask

Send an email asking if they are willing to write your recommendation letter

Include the specific experiences and accomplishments you want them to talk about

Attach a Resume

# Sample Emails

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Dear \_\_\_\_\_,

I wanted to reach out and see if you would be willing to write recommendation letters for my graduate school applications. I know this is a busy time of year so please let me know if you are not able to at this time.

Thank you,  
Natalie

Hi \_\_\_\_\_

Thank you so much for writing my recommendation letters!

I am applying to 2 graduate programs that focus on biomedical applications in electrical engineering. The programs are University 1, University 2, I hope to end up in an electrical engineering PhD program that allows me to work on some of these medical applications.

I would like for the letter to speak to my involvement in SWE and the communication skills I have demonstrated in class presentations. My experiences are detailed in the resume I have attached.

The deadlines for the programs are the following

University 1 - Deadline 1

University 2 - Deadline 2

Thank you again. Please let me know if I can provide any additional information.

Natalie