



Oregon State University

Asking for Recommendation Letters

National and Global Scholarships Advising

Recommendation letters can be a powerful resource for helping selection committees gain insight about your qualities, strengths, and accomplishments. This kind of information cannot always be readily gleaned from transcripts and other application materials. Thus, it is in your best interest to help support your recommenders, making it logistically easy for them to thoughtfully focus on writing you the best letter possible.



Information you can share to support your recommendation writer:



Brief description of the purpose of the scholarship, fellowship, or position you are pursuing



Draft of application essay is ideal, but if not possible, share an outline or summary of ideas



List of (or link to) the selection criteria, deadlines, and submission process



Explain your interests and motivations for pursuing this opportunity. If applicable, connect these concepts to the potential research site, internship, or program you are pursuing.



Description of your relevant academic, scholarly, or professional research or projects



List of other recommendation writers when relevant and possible, including:



Current resume or curriculum vitae (CV)

- brief explanation of your relationship to them
- what perspective they might provide about you



Provide clear instructions regarding logistics of the letter:



For more information on how to share logistical details with your recommendation writer visit "[Advice for Applicants](#)" on our website

topscholars.oregonstate.edu



Deadline for submission



Contact information for the National and Global Scholarships Advising advisor, or the administrator responsible for managing the application process, if relevant to the opportunity



If requesting multiple recommendation letters from the same recommender, consider preparing a spreadsheet with all of the above information easily accessible in one location



Reminders about deadlines are appreciated and necessary for most writers and references.