Asking for Recommendation Letters
Office of Prestigious Scholarships

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
- List of (or link to) the selection criteria, deadlines, and submission process
- Description of your relevant academic, scholarly, or professional research or projects
- Current resume or curriculum vitae (CV)
- Draft of application essay is ideal, but if not possible, share an outline or summary of ideas
- 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.
- List of other recommendation writers when relevant and possible, including:
  - brief explanation of your relationship to them
  - what perspective they might provide about you

**Provide clear instructions regarding logistics of the letter:**

- Deadline for submission
- Contact information for the Prestigious Scholarships 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.

For more information on how to share logistical details with your recommendation writer, visit "Advice for Applicants" on our website:

topscholars.oregonstate.edu