

# Letters of Recommendation

Dept of Human Development and Family  
Science  
North Dakota State University

NDSU

## Who to Ask

- Someone who knows you well and can speak highly of your accomplishments and abilities
- At least 2 of the letter writers should be within your chosen field or a closely related field
- Letters from professors are preferable

## How to Ask

- Set up a meeting with your potential letter writer (this is better than asking via email or phone)
- Explain to the letter writer that you are applying to graduate school and identify the schools and programs
- Ask the letter writer if he/she would be willing to write you a positive recommendation

# What to Give Your Letter Writer

- Curriculum vitae or resume
- Your college transcript
- A writing sample
- Your personal statement
- Other information or material that is relevant to the school/program to which you are applying
- The specific recommendation form for the school/program if required
- A list of all the schools and programs to which you are applying with instructions (e.g., online or mailed letter) and due dates

## Some General Guidelines

- Give your letter writers ample time (at least 4 weeks before due date)
- Send your letter writers a thank-you note and let them know your plans once decided