WAYS TO ENSURE A QUALITY REFERENCE LETTER

1. Ask the Right People
   - Faculty members who can speak to your abilities as a student and potential for success in graduate school
   - Instructors for classes in which you did “A” work
   - Research mentors
   - Professors with whom you have taken multiple classes

2. Ask the Right Questions
   - Would you be willing to write me a GOOD reference for graduate school?

3. Provide Writers the Material to Write a GOOD Letter
   - Printout of basic information about the programs to which you are applying (and web links)
   - Printouts of any required forms
   - Stamped and addressed envelopes
   - Links to website to submit references (if required)
   - Unofficial transcripts
   - Current Graduate School Resume
   - Writing Sample/Personal Statement
   - DEADLINES!

4. Act Like You Know What You’re Doing
   - Communicate professionally
   - Take their time/effort seriously
   - Show genuine interest