

TIPS FOR REQUESTING RECOMMENDATION LETTERS

Space Studies faculty members often receive requests to provide recommendation letters for our students. Given the busy schedules of the faculty with teaching and other academic responsibilities, the following guidelines are provided to assist the faculty member with your request in a timely manner.

- 1) Provide two weeks' time for preparation of the letter
- 2) Provide a most recent bio/resume of yourself
- 3) Provide details of the job or internship for which you are applying, with a link to the relevant web site/s
- 4) Provide the name and/or title of the person to whom the letter should be addressed
- 5) Provide the name and e-mail address of the person to whom the letter should be sent
- 6) If the letter has to be sent by regular mail, provide the name and full postal address (not mere PO Box) of the person to whom the letter to be sent
- 7) Very often, once you submit the application online with the contact details for the referee, they will email the referee and ask him/her to submit the recommendation online. In such cases 5 and 6 above are not required
- 8) Provide a short write up (not more than a short paragraph or two) about how you fit well to the job/internship opportunity advertised
- 9) Any other relevant information you feel would be helpful