Asking someone to be a Reference for you

Have success in getting the recommendation you want

Most recommenders get asked by multiple students. So give them time, be gracious and thorough. Make it as easy for them as you can.

1. Give them the newest version of your resume

2. Send copies of the job descriptions so they can best make the connections and recommendations about how you would be good

3. Let them know when, how, and by whom they might be contacted (email, phone, etc.)

4. You want them to know as many specifics about you as possible. This person likely works with dozens of students per term. Make a cheat sheet for the recommender:

   Let them know:
   
   - Who the audience is (what school or job)…what program or job description…give them any forms (make sure you fill them out first), etc.
   - When it is due and how it needs to be submitted (email, online, etc.)

   Remind them of:
   
   - What class (specifically), term, and year you met (were in their class)..and what grade you got
   - Why you think the relationship you have is special
   - Why you are well qualified and interested in the job/academic program
   - What experience you had that they can comment on specifically (the dialogue you went on, the co-op job you worked to land, the co-op job you just finished, the crises they helped you through.)
   - What your long and short term goals are (professionally, academically)
   - What you want them to highlight about you (it is ok to brag a little and remind them).. they might know you well.. but they also know many students well

   If you have had many conversations with them, summarize a few of the ones that are most relevant to his letter (i.e. “we have spoken many times about my interest in public policy. My project on ______ highlighted ____ and you commented that ________”. After that project I went on to do _______ because I was so inspired, etc.)

5. Follow up with a thank you and let them know if you got the job!