

Suggested instructions to get a Letter of Reference (LOR) from an advisor.

- 1) Meet with the Faculty or Staff who might be able to write the most informed letter (for example: a professor, instructor, your academic advisor, or employer).
- 2) Ask whether your he/she will be able to write a strong letter of reference for you.
- 3) Send an email to request specific letters.
The following minimal information should be included in that email:

subject line: Request for LOR your_last_name

Email text:

Institution:

Program title:

Program website:

Letter receipt deadline:

Letter to be sent to: (address or email. In some cases the program will email the reference advisor directly)

Special notes: 2-3 sentences maximum.

Why the program is particularly relevant to you as a student.

or

Why you as a student are particularly suited to this program.