

## How To Ask For And Get –The Best Letters of Recommendation

One of the best ways to avoid application headaches is to organize and nowhere is this more true than in dealing with recommendations. First and most important: ask well in advance of the deadline! Three weeks is a week lead time is best.

### ™ Who do you pick?

Understand what kind of referee is needed. Do you have a positive relationship with him/her? If you don't feel like strengths and weaknesses supervisor, coach, clergy person, advisor, etc.

### ™ Asking (Sooner Rather Than Later)

Never assume that someone will do this just because they are already expected to do so. By asking early, he/she will be more prepared to do so. Have a conversation and ask him/her: "Do you feel you know me (or my academic record, my leadership qualities) enough to give me a strong recommendation for my application to study abroad?" and "Do you have time to write a recommendation for me?"

Most of your professors and other potential referees will say "yes" enthusiastically, but framing the request this way gives referees the opportunity to decline gracefully. A referee who is reluctant or pressed for time