

At various points in your student and professional career, you may need to request a letter of recommendation from a faculty or staff member. A letter of recommendation provides a personal perspective on your qualifications for a position or program; therefore, it is important to carefully consider your request. Below are guidelines for how to request a letter of recommendation at University of the Rockies:

Cultivate Relationships Early On

Due to the personal nature of the letter, it is important to establish relationships early. When considering a potential writer, make sure that he or she can write a letter that attests to specifics about your personal characteristics or accomplishments. In general, strong letters of recommendation are written by individuals who:

- Know you by name
- Have spoken with you outside of course-specific discussions
- Have a positive opinion of your abilities
- Have worked with you on multiple occasions

Inquire About a Letter

Begin the inquiry by introducing yourself and mentioning your relationship to the faculty/staff member so he or she will recall you and your work. Highlight what it will mean to have a letter from him or her in particular and explain why you have chosen him or her instead of someone else. Be as detailed as possible.

When inquiring about a letter of recommendation, allow the faculty/staff member adequate time to write the letter. When you require the letter before a certain date, try to give 3-4 weeks' notice. When asking if the instructor is willing to write a letter, be sure to indicate the deadline as it may affect the instructor's decision to write the letter.

What if your request is turned down?

It is important to keep in mind that not every individual asked to write a letter of recommendation will be able to accommodate the request. A faculty/staff member may feel he or she does not know you (or your academic abilities) well enough to make a concrete statement of support, or he/she may not feel that you will be successful or have the academic skill set to perform the internship functions. If your request is turned down, you can ask for feedback, but do not try to convince the individual to change his or her answer.

Provide relevant information

It is your responsibility to provide all relevant information to the writer so that he/she can construct an appropriate and significant letter of recommendation. Not only should you highlight your specific experience with the individual, but also any applicable achievements and/or extracurricular activities. In addition to the required *UoR Request for Recommendation Form*, you may also want to provide:

- Your cumulative GPA;
- Your GRE scores (if available);
- A list of relevant classes you have taken including your grades;
- A statement of your goals;
- Any different programmatic goals for different schools to which you are applying;
- Your work and volunteer experience;
- Your accomplishments in research;
- A list of any honors you have received or expect to receive;
- An explanation about any area in which you consider yourself challenged or other information you consider helpful;
- A website of the company or school to which you are applying or a phone number if website is not available;
- A current resume or curriculum vitae, describing which classes you took from the faculty member in question, your grades, the topics of any papers you wrote, and any other noteworthy events related to the class in which you participated; and
- An electronic attachment of all the recipient addresses, especially if there are several, typed out so that the letter writer can easily cut and paste the correct address into a letter and address the envelope.

Follow Up

Once you have confirmed that the letter has been completed and sent (if applicable), send the faculty/staff member a thank you letter expressing your appreciation for his/her support. Additionally, if you get offered the job/internship or are accepted into a program, be sure to notify the faculty or staff member of the good news!

Please print or type all required information and send this form to the University of the Rockies faculty or staff member from whom you are requesting a recommendation. You may direct questions concerning this process to the Office of the Registrar. (Contact information for the Office of the Registrar is included in the final section of this form.)

Student Information

First Name: _____ Last Name: _____ Student ID: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Email: _____ Date Requested: _____

Type of Recommendation

Academic Performance Student Involvement

Recommendation Requested from

University of the Rockies Faculty or Staff Member: First Name: _____ Last Name: _____

NOTE: A faculty or staff member may, at their discretion and/or availability, complete a letter of recommendation at the request of a student or alumni. Please note that Admissions Counselors and Student Advisors do not fulfill requests for letters of recommendation.

(Student Initials) _____ I hereby request that the above listed University of the Rockies faculty or staff member write a letter of recommendation to the recipient listed below.

(Student Initials) _____ I hereby authorize the disclosure of information regarding my student records at University of the Rockies, including but not limited to directory information, courses attempted, grades, GPA, course performance, academic standing and performance, employment information (including practicum, internship, and work-study) in a letter of recommendation.

(Student Initials) _____ I hereby waive my rights to view a copy of this letter at any time in the future.

Student Signature: _____ Date: _____

Release Recommendation to

Written (letter or form) Verbal (telephone or in-person)

First Name: _____ Last Name: _____ Email: _____

Organization/School: _____

Street Address or PO Box: _____

City: _____ State: _____ Zip : _____ Phone: _____

Action Taken (To be completed by University of the Rockies faculty or staff member making the recommendation):

Once the recommendation letter is completed and sent, or the request is denied, please send this form and a copy of the recommendation letter to the University of the Rockies Office of the Registrar in order to maintain FERPA release records.

On-Campus Students - University of the Rockies, Office of the Registrar, 555 East Pikes Peak Avenue, Colorado Springs, CO 80903 ♦ Fax: 719.389.0359 ♦ Email: campus.registrar@rockies.edu ♦ Tel: 877.442.0505

Online Students - University of the Rockies, Office of the Registrar, 1201 16th Street, Suite 350, Denver, CO 80202 ♦ Fax: 888.226.6319 ♦ Email: student.records@rockies.edu ♦ Tel: 866.621.0124

Action taken: Completed & Sent Declined Request Other: _____

Faculty or Staff Signature: _____ Date: _____