

If you are requesting for a letter of recommendation to be written on your behalf:

- Ask the writer if he or she can provide you with a positive recommendation. Be open to the fact that by asking, you may be told, “no.” It is much better to ask the question than have a less-than-stellar letter in your credential file.
- Put your request in writing. E-mail will generally be the easiest and most efficient method of delivery.
- Ensure the letter writer has plenty of time to complete your letter. Writing a thoughtful letter is time consuming. Be sure to communicate by when you need the letter, building in time for the letter to reach and be processed by Career Services as well as time for the letter to reach its final destination.
- Provide the letter writer with information on the position, internship, or program/school to which you are applying. You may also want to offer the writer a copy of your résumé. This will serve as a reminder of your unique talents, accomplishments, and experiences. If there are any qualities which you would like emphasized, mention them so they can be considered for inclusion.
- Although the writer can print your letter on his or her own letterhead, you are encouraged to direct the writer to use Career Services’ letter of recommendation form, available at: www.utica.edu/student/career/cs/letterofrecommendation.cfm.
- Confidential letters of recommendation must be sent to Career Services directly from the author (please note that all letters used in files opened after January 9th, 2012 are now confidential). You may not deliver it, even if it is in a sealed envelope. It is, however, your responsibility to ensure the letter has been received by Career Services before your file is sent to its final destination.
- Be sure to thank the writer. He or she has given you valuable support toward reaching your career goal!