



THE HUBERT H. HUMPHREY FELLOWSHIP PROGRAM

A program for young and mid-career professionals sponsored by the U.S. Department of State



Tips for Success: Strong Letters of Recommendation

Letters of recommendation are a very important part of your application. They should cover different aspects of your life – for example, from your time in school, from your current job, and from any volunteer activities you regularly participate in. It is very important that your letters of recommendation are personalized and discuss why you are a strong candidate.

❖ Submit letters of recommendation through Embark (online).

- If your recommender does not have access to the internet, ask for a signed hard copy. You will have to scan the letter yourself and upload it into Embark.
- If your recommender is out of the country, you can write their name and email address in your application (in Embark) and the system will send them a link to complete the application online.

❖ Who should I ask for a letter of recommendation?

- If you are a current student and have not worked or volunteered in your community, all three letters should come from your professors.
- If you have worked and/or volunteered in your community, we recommend one or two letters from professors and one letter from a supervisor at your place of work/volunteer.
- Letters should cover your academic background, leadership skills, and strong potential in the proposed field of study.
- Letters should NOT be a template used for multiple students – they should be personal.

How can you be sure to get a strong letter of recommendation?

1. Choose professors, employers, and colleagues who know your potential to succeed.
2. Give those individuals who are writing letters of recommendation plenty of time.
3. Talk with your recommenders about the reasons you want to participate in the Fulbright/Humphrey program.
4. Give recommenders a copy of your curriculum vitae or resume.
5. Write bullet points highlighting your key activities and accomplishments that the recommender is familiar with and you would like them to discuss in their letter.
6. Let them know when the letter is due and give them all the detailed instructions on how to submit the letter.

For more tips, please visit:

<http://www.tufts.edu/~bhasselb/HowToGetARec.pdf>

<http://chronicle.com/article/Getting-Great-Letters-of-Re/45570/>

<http://www.psywww.com/careers/lettrec.htm>

http://www.psichi.org/pubs/articles/article_75.aspx

<http://www.creighton.edu/ccas/psychology/psychologyresources/howtogetagoodletterofrecommendation/index.php>