

Requesting a Letter of Recommendation

Education Department faculty will write letters of recommendation for students who have:

- Taken one or more courses with the department
- Received a grade higher than C+
- Been an advisee of an Education Department faculty member

Please provide the following information with your request:

1. A document clearly listing all schools/jobs/programs to which you are applying, numbered in order of your preference, including for each:
 - a. Name and address of letter recipient
 - b. What you like about the program/organization and how you see it as a good fit for you
 - c. Deadline for receipt of the letter
 - d. Directions about mailing the letter – is it to be sent directly, or returned to you to be included with other application materials, or submitted online
 - e. Notification of whether forms are provided and/or letters on letterhead are requested
2. Any forms provided by the institutions, or notice that forms will be coming and are to be submitted online
3. A note reminding your instructor exactly what course(s) you took with them, including block(s) year(s) AND the grade you earned.
4. *Your thoughts about experiences or learning during the course(s) that you hope your instructor could address, so we may offer a different perspective than other references (i.e.: what might we know about you that you'd like us to emphasize? We might not be able to do so, but often this direction is helpful!)*
***If there are specific questions on a form, please send me some language and or bullets that would answer each question.*
5. A copy of your most recent resume or c.v., and transcript

Other important requests:

1. Please indicate on any forms that you will waive access to the letter we write. Otherwise, recipients of the letter will wonder whether we are telling the truth about you. They may be suspicious of letters you feel you must see, so we strongly urge against this.
2. **At least three weeks' notice is helpful; one month is best.** If you give us less than three weeks' notice, we may say no. (More time is needed for requests made in December, January and May.)

Once we receive your request with all of this information, we will let you know whether or not we can write the letter(s). Once written, we will email you to let you know that the letters are in the mail, and/or are ready to be picked up.

****Please email us a reminder a few days before the due date for each letter. We appreciate reminders!!**

Colorado College Education Department

Thanks to Gail Murphy-Geiss for allowing us to adapt her document for this purpose.