

Obtaining Graduate School References:

First, speak with your references to find out if they are willing to do this for you and that they can write you a *positive* reference for graduate study. If so, offer them this follow up information so they can be specific in their letters. Usually an outline format is fine.

Outline Example:

Name:

Major/Minor:

Transfer? If so, from where, degree if attained, and past GPA:

Graduate program(s) and school(s) to which you are applying:

Professional goals upon completion of grad degree:

Qualities and prerequisite program(s) seek/require of applicants:

How you match those criteria:

Coursework and emphasis/es:

Research:

Internship/volunteering/fieldwork:

Personal qualities:

Work history:

Personal experience:

Leadership, awards, honors, etc.:

Governance activities, conferences or workshops attended:

You may also include a copy of your resume, evaluations and/or your application essay(s). Be clear about your deadlines—allow them plenty of time and touch base along the way to make sure they follow through. Give them all appropriate forms or instructions, including an addressed, stamped envelope if appropriate.

Send faculty a thank you note and be sure to let them know the outcome!! They will probably feel invested in your success and be wondering what happened.