



### **What is a letter of recommendation?**

A recommendation is requested to complement the information in your application that may not be available in the application alone. In selecting a recommender, you should consider a combination of people who can contribute unique information about your academic preparation for graduate school and your potential as a clinician.

### **Who should you ask to write a letter of recommendation?**

If you are currently or were recently enrolled in an academic program, consider asking professors or instructors who are familiar with your academic abilities. Choose those who can provide detailed insights into your academic capabilities, analytical skills, communication skills, interpersonal skills, and potential for success in the field of speech-language pathology.

If you have work experience or have been involved in internships or research projects, consider asking supervisors, mentors, or employers who can attest to your professional skills, work ethic, and character. They can provide valuable insights into your practical abilities and how you perform in real-world settings.

### **How do you request a letter of recommendation?**

Many students request a meeting with the recommender and request a letter face-to-face. Others request a letter by sending an email, explaining why they value a recommendation from this person and how it aligns with their future goals. It is important to reach out to potential recommenders *well in advance* (e.g., 2 months or more) of the application deadline. Give them ample time to write a thoughtful and detailed letter on your behalf. Many recommenders will be writing letters on behalf of several students, so it is important to ask early and talk about deadlines that are unique to each letter writer.

When requesting recommendations, provide recommenders with relevant information, such as your updated resume or curriculum vitae, transcripts, or any details they may need to write an informed letter. This helps them tailor their recommendations to highlight your strengths and accomplishments. Some recommenders may have a list of information they would like you to provide, so it is important to review that list carefully.

### **What other information should you provide?**

Be sure to provide information about how letters will be collected (e.g., through CSDCAS, through a separate website, by mail, etc.), as well as the due dates for each school you will be applying to.