UTSA Graduate School Tips: Letters of Recommendation

Ask recommenders to focus on your program of interest’s expectations:
- Professional programs: professional experiences and skillset
- Research programs: academic abilities and research experience

Select recommenders who know you well and know your career goals

Contact your recommenders
- Request an appointment to meet in person or virtually
- Ask for the recommendation with ample time before the admissions deadline
- Inquire if your recommender feels comfortable writing your letter

Provide all relevant information to your recommenders
- Type of program you are applying to and reason for applying
- Summary about your experience while working with the recommender. For example, projects you worked on. This is important, especially when your supervisor/academic reference oversees a large group
- Strengths or weaknesses that you would like your recommender to address
- Additional requests that should be expected (some programs may require rating forms in addition to the letter of recommendation)
- If possible, prefill recommender’s information (contact information, title, etc.)
- Program or University address
- Deadline

Share your personal statement with your recommenders
- This is an opportunity for feedback on your statement and provides your recommenders additional material for a strong letter

Provide a copy of your Resume/CV to your recommenders.
The more information they have, the better!