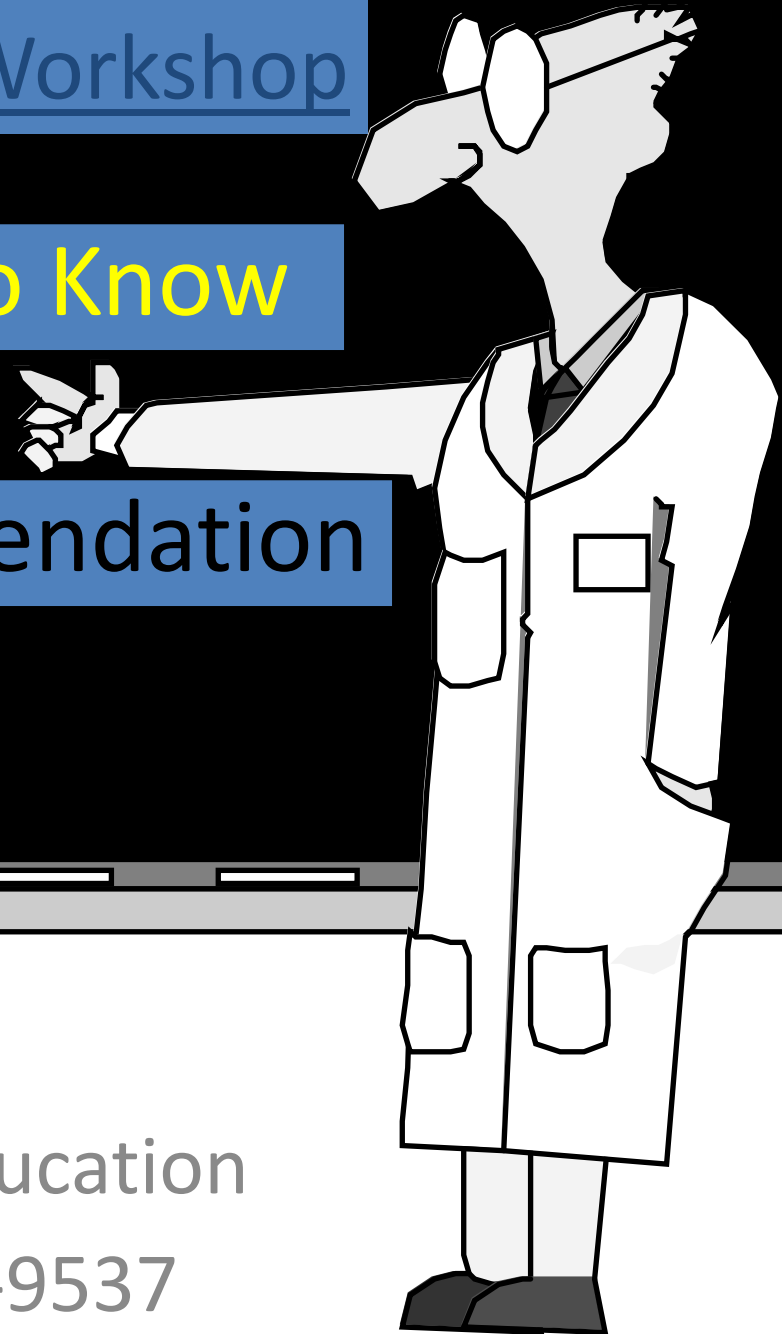


Dossier Preparation Workshop

What you need to Know

Letters of Recommendation



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# Letters of Recommendation



- Limited to no more than 5 letters of recommendation (think 3)
- Average will be 1<sup>1</sup>/<sub>2</sub> to 2 pages - remember space limitations
- Letters from present or former students
  - ✓ Requested letters
  - ✓ Unsolicited letters (could be copy of an email)
- Letters from colleague (including Dept Head, if not nominator)
  - ✓ Be sure individual is familiar with your teaching
- Letters from faculty outside department, or some other qualified individual

# Letters of Recommendation



- Have a good mix of sources
- Always include student letter(s)
- Alumni letters are good
- Letters should be energetic, positive, and to the point
- Think about the sequence of letters in the dossier and how they introduce, build, and leave a 'we must award this person' impression
- Ask for a couple more letters than you need so you can make sure you get enough and so you can pick the best ones.