

Letters of Recommendation

Send a well-written email to your professor letting them know your interest in applying for an internship. Kindly ask if they would be willing to serve as your reference and **attach your resume** to the email so they have background information to speak to in your recommendation. (Tip: inform your recommender ASAP to give them ample time to write a quality letter)

Email Subject Line: Letter of Recommendation Request - **Your Name**

Dear Professor _____,

I hope you are having a great week so far. I am reaching out to you to kindly request if you would be willing to serve as my reference for potential internship opportunities I may be applying for this upcoming **Summer 2021**. The internship program is called _____, attached is a description of the internship opportunity for your viewing. I took your Biology 230 course this past class **Fall 2021** and would appreciate the opportunity to put you down as a reference to speak to my work ethic within the course, active participation, and any other positive characteristics you deem important.

Attached, you'll find a **copy of my resume** for your reference in the event you'd like to incorporate any information to the letter of recommendation. If you are willing and able to serve as my reference that would be greatly appreciated. Additionally, if you could kindly confirm the best email and phone number to reach you at that would be greatly appreciated.

Best,
First Name Last Name

Letters of Recommendation Information to Provide Your References

Take time to think about your involvement on campus, volunteering, paid work experience, class projects, personal projects, organizations, scholarship, and awards you have been given.

Your Achievements

1. Professional or [Academic Strength](#) #1 _____
(i.e. lab experimental research, conducting research project, building hands on models, utilize software programs to code personal projects, etc.)
2. Professional or Academic Strength #2 _____

Personal Traits and characteristics

1. [Positive personality](#) trait #1 _____
(i.e. DEDICATION in leading a club, DETERMINATION/ AMBITION to achieve high GPA while balancing multiple jobs, full time school internships, etc. RESILIENCY based on a hardship you may have encounter and overcome, etc.)
2. [Positive personality](#) trait #2 _____

LOR Toolkit

- **Sample Email drafts to request a letter**
 - Include documents to send to recommender
 - Resume
 - Brag sheet
 - Achievements/ strength summary Sheet

- **Send details regarding scholarship, internship, or job recommendation process**
 - Website of the company, institution, organization
 - Include details about the submission process for the LOR
 - Link to the website of submission and details regarding the opportunity

 - Contact information needed from the recommender
 - Email
 - Phone number for a verbal reference check

 - Where to submit the letter (i.e directly to the evaluators personal email, link sent by entity, a letter handed to student for their own submission- any release of information forms)