



Undergraduate Research Experience Guide to Requesting a Letter of Recommendation

IDENTIFY THE BEST PERSON TO RECOMMEND YOU

Your recommendation for the Undergraduate Research Experience must come from a community college professor or counselor. Only ask for a recommendation from someone who views your work positively.

Recommenders will need to answer the questions below, so please ensure they know the following about you:

- How long they have known you.
- What they know of your future educational and career plans.
- Your potential for academic success and your strengths and weaknesses.
- Your qualifications and merits for conducting research and solving problems as part of a team. Why you may be a good fit to participate in the Undergraduate Research Experience.

REQUESTING A LETTER OF RECOMMENDATION AND FOLLOWING UP IS AS EASY AS 1-2-3!

1. **One** month before the deadline (**or earlier**): request the recommendation and share your materials
2. **Two** weeks before the deadline: follow-up with your recommender
3. **Three** days before the deadline: confirm that the recommendation was/will be submitted!

REQUEST YOUR RECOMMENDATION

If possible, ask for your recommendation in person or through a virtual meeting. Ask the individual directly, "Can you write me a strong, detailed letter of recommendation for the Undergraduate Research Experience?"

We strongly encourage you to request the recommendation for the Undergraduate Research Experience at least one month before the deadline. If it is less than one month before the deadline, make sure to have a conversation with the recommender as soon as possible and explain the situation so they can write a strong letter in the time they have available.

Note: you will include your recommender's name and email address as part of your URE application, which will automatically send them an email. Do not surprise your recommender with this email – talk with them prior to submitting your URE application.

PROVIDE INFORMATION

Whether you requested the recommendation in person or by email, make sure to provide as much information about the request as possible. You should email your recommender with the following, so they can write you a strong recommendation:

- **Your campus ID number and email address**
- Your resume, personal statement, and an outline of your education and career goals
- Information about URE and **instructions on how to submit the recommendation**

FOLLOW-UP

Follow-up with your recommender to ensure that your recommendation is submitted. It is your responsibility to make sure all application components are submitted on time. We suggest the following:

- Two weeks before the deadline: Follow-up and ask your recommender if they have any questions about you or the opportunity and remind them of the deadline and link to submit the recommendation.
- Three days before the deadline: Follow-up to remind them of the deadline and link, thank them for agreeing to submit a recommendation on your behalf, and ask if your recommendation has been submitted.
- After submission: Remember to thank the individual who submitted your recommendation for the Undergraduate Research Experience! An emailed thank you is always appreciated. Please keep your recommender updated with any URE decisions – recommenders like to know what happens after they write a letter.

RECOMMENDATION SUBMISSION

Make it as easy as possible for your recommender to submit the letter of recommendation and clarify the deadline for submission. The letter of recommendation for the Undergraduate Research Experience must be submitted online at

<https://tinyurl.com/urerec> by **Wednesday, March 8, 2023, at 11:55 p.m.**