
LETTER OF RECOMMENDATION PLANNER & CHECKLIST

APPLICANT INFORMATION

Full Name: _____

Degree / Program: _____

Target Application Type (☐ Graduate ☐ Job ☐ Internship ☐ Scholarship)

Primary Deadline Month: _____

1. RECOMMENDER PLANNING TIMELINE

☐ 12–18 Months Before Deadline

- ☐ Identify 3–5 potential recommenders
- ☐ Attend office hours or meetings regularly
- ☐ Participate in research / projects
- ☐ Take multiple courses with the same faculty

Notes:

☐ 6–9 Months Before Deadline

- ☐ Shortlist 3 primary recommenders + 1 backup
- ☐ Deepen engagement (research, mentoring, feedback)
- ☐ Start personal statement draft

Notes:

☐ 6–8 Weeks Before Deadline

- ☐ Ask recommenders formally (in person / video call)
- ☐ Confirm they can write a **strong** letter
- ☐ Send full materials package

Date Asked: _____

2. RECOMMENDER SELECTION WORKSHEET

Recommender #1

Name: _____

Role / Position: _____

Context (course / research / job): _____

Length of relationship: _____

Knows my work well: ☐ Low ☐ Medium ☐ High

Can give specific examples: ☐ Yes ☐ Somewhat ☐ No

Relevance to my application: ☐ Low ☐ Medium ☐ High

Recommender #2

Name: _____

Role / Position: _____

Context (course / research / job): _____

Length of relationship: _____

Knows my work well: ☐ Low ☐ Medium ☐ High

Can give specific examples: ☐ Yes ☐ Somewhat ☐ No

Relevance to my application: ☐ Low ☐ Medium ☐ High

3. RECOMMENDATION REQUEST CHECKLIST

Before Asking

- ☐ They know my work beyond grades
- ☐ I have interacted with them multiple times
- ☐ I can explain why I chose them

When Asking

- ☐ I asked if they can write a **strong** letter
- ☐ I gave at least 6–8 weeks' notice
- ☐ I allowed them to decline comfortably

After They Agree

- ☐ All materials sent within 48 hours
 - ☐ Deadlines clearly listed
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4. MATERIALS SENT TO RECOMMENDERS

- ☐ Resume / CV
- ☐ Personal statement or goals draft
- ☐ Unofficial transcript
- ☐ Accomplishments list
- ☐ Program / job descriptions
- ☐ Deadline tracker

Date Sent: _____

5. ACCOMPLISHMENTS LIST (TO ATTACH)

Course / Project Name: _____

Semester / Duration: _____

Key Contributions:

Skills Demonstrated:

FINAL REMINDER

Strong letters come from planning and clarity—not urgency.
