
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

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.
