

### Letters of Recommendation

- Be professional.
- Ask first; in person, if possible. Avoid email, voice mail.
- Promise information will follow.
- Five pieces: 1) Letter, 2) Resume, 3) Personal Statement, 4) Confirmation of Grades, 5) Forms

### The LETTER

- Formalize the request
- Cover any problems. Your referees are on *your* side.
- Tell what to do with the forms. Send to you directly? Send to the university?
- Ask to look at the personal statement
- Thank them: time, effort, support

### The Personal Statement

- Statement of purpose
- Most important document over which you have direct control*
- It should be: crisp, focused, personal
- It should NOT be: maudlin, wandering, trivial, too long
- Spend TIME - perhaps A LOT of time on this

### The Forms

- Fill out everything you can. Remember THE BACK of the form.
- Sign anything that's required
- Best to waive your right to see the letters (you can really see them anyway)

### And Finally...

- Resume
  - Critical; Considered earlier
- Confirmation of grades
  - Nearly any will do; Usually need not be an official transcript

### About Applications

- Prepare the essays carefully
  - Time spent here is worthwhile (read critical)
- Don't leave any problem material on MySpace, YouTube, Facebook, etc.
- Never miss deadlines
- Don't be shy about calling; But don't call about trivia
- Don't use:
  - Colloquialisms
  - Obscenities or their abbreviations

### About Interviews

- Be neat, clean, appropriately dressed
- Be on time
- Brush up on current affairs
- Be knowledgeable about the job and the institution
- Practice with mock interviews
- Anticipate questions and formulate answers