



Kansas Wesleyan University

C A R E E R S E R V I C E S

100 E. Claflin Ave., Salina Kansas ♦ 785-827-5541 ext 1162 ♦ carla@kwu.edu

How to Request a Recommendation Letter

If you are REQUESTING that a letter be written on your behalf:

- Ask the writer if he/she can give you a positive recommendation, and be open to the fact that by asking you may receive a “no” as an answer. It’s much better to ask someone else then to have a less-than-stellar letter in your file.
- Put your request in writing, including the date by which you would like the letter completed. Last minute requests will probably not be honored – two weeks is more reasonable.
- Provide information on the position you will be targeting in your job search
- Provide the writer with a current copy of your resume. This will remind the writer of your unique talents, accomplishments and experiences. If there are any qualities you would like emphasized, mention them to the writer so they can maybe considered.
- Give the writer an addressed envelope (self-addressed, stamped envelopes available in Career Services).
- Make sure that all waivers are signed. It is required by law that you either waive or don’t waive your right to see the letter.
- Keep in mind that faculty and employers often have many letters to write. Before you ask that you credential file be sent out, call Career Services at 785-827-5541 ext 1162 to be sure all your letters have been received.
- Thank the writer. He/she has given you a boost toward your career goal by agreeing to write a recommendation for you.