If you stay in academia, it won't be long before you ask to write letters of recommendation for students, uh, for post docs, and even for colleagues.,In this next module, I'm going to give you tips for writing letters,of recommendation. At the end, I also give some tips for asking for letters of recommendation.,For those of you who are still applying for positions.,I've written many letters of recommendation during my time at Stanford.,I have also served on graduate and medical admissions communities, and have read hundreds of letters.,As a letter writer, you need to be aware that if you cannot provide a strong letter, ,either because you don't know the person well, or because you have reservations about recommending the person, you are doing the candidate a favor by turning down his or her request.,I have read letters of recommendation where the letter writer got the gender of the candidate wrong.,This tells me that the letter writer didn't remember the student, and really, this ought to reflect badly on the letter writer who was being dishonest.,But it ends up a reflecting badly on the candidate.,So you may be doing the candidate a favor by politely declining their request.,I do always take the competitiveness of what the person is applying for.,Occasionally, there are things students are applying for that are highly competitive, uh,, very small internal research or travel grants, or an internal teaching assistant position, where I know that most students are successful in their applications.,I tend not to frret over these types of letters, because the student just needs me to vouch for the fact that they are a Stanford student and good standing.,I usually agree to those letters as long as the student did well in my class, even if I don't know them well.,But if it's something more competitive, I will turn students down if I don't know them well enough.,One of my biggest pet peeves that I feel is important for me to address in this module, is the whole idea of asking the candidate to write a draft of their own letter of recommendation. This is common practice in some areas of academia.,I was even giving a talk at A-A Grant Writing seminar, ,and one of the speakers explicitly told the trainees that they would have to draft all of their own letters of recommendation and hand these to their letter writers.,I strongly disagree with this practice.,I personally think it's unethical. Now, there may be others out there who disagree with me on this, ,but it seems to me that this practice undermines the whole point of Letters of recommendation, which is to provide independent opinions on the candidate's abilities.,I personally feel that if you're only willing to edit a student's self draft of a letter, you are better off just politely declining to write that letter again.,You may be doing the student a favor by turning them down.,I was once reading through an application, and I got a sense of deja vu reading the 3rd letter of recommendation.,I recognized some of the language.,Well, I turned back to the 2nd letter of recommendation, ,and there were a couple of sentences that were an exact match between the two letters, and the letter writers were from entirely different organizations.,I can only guess that the student provided the letter writers with a pre drafted letter for them to work off of.,I'll tell you, I immediately dumped her application off the pile, ,because that tells me the letter writers were just copying language she wrote about herself, and I have no idea whether they believe these things about her or not.,Again, I don't think it's right or fair to ask a student to draft his or her own letter, and is doing the student a disservice.,If you do agree to write the letter, ask the student to provide some additional information that will be helpful in drafting the letter, ,such as their CV and specific information about what they are applying for.,You need to make sure that you are addressing the qualities that would be relevant to the specific position or award.,And of course, get a firm deadline from the student and market on your calendar. Usually, the deadlines for these types of things are not flexible, so don't MS.,the deadline. And the student should make it as easy as possible for you to submit the letter,by providing the link or email address, or even a pre addressed mailing on Vlopi that ever still applies.,Make your letter look professional and like an old fashioned letter.,Include the date, the address of the admissions or scholarship community and put it on letterhead.,And don't make the greeting something generic, like to whom it may concern, if possible, address the letter to the specific person or committee who's going to be reading the application.,You will figure out your own style for these letters, but I'm just going to share my template.,You should always have an introduction that says how you know the candidate and for how long you've known the candidate.,I always like to start by saying something like, I am pleased to recommend Sally for admissions into Timbuktu Medical School.,Then I give the context of how I knew the candidate.,Then I like to end the 1st paragraph with a one or two sentence overview of my opinion of the candidate.,Once every few years, I have a candidate who I consider to be in a different league than most candidates I write letters for.,There's a certain type of language that I reserve for these top, top tier candidates.,In my 15 years at Stanford, I have written five of these letters.,I can count them on one hand still.,And five of these letters that contain this kind of highest praise, something like, she is one of the most brilliant and accomplished students that I have taught to date.,There is a hidden language to letters of recommendation.,When I give praise like this, it is a signal to the readers that this is a candidate you don't pass up.,For my more typical letter of recommendation, I will write something strong but more measured, ,maybe something like I've found her to be a diligent student in researcher, I'm confident that she would be an asset to your research team.,I should note that I am going to use real examples from letters I've written throughout this module, but I've removed names and sometimes changed genders to protect identities. Of course, in the letter, you want to use all your skills for good writing.,I was recently reading an application, and one of the letter writers just wrote such an engaging and beautifully written letter.,I wanted to interview that candidate just because of that one letter.,Also, the length of the letter matters.,Again, there is a hidden language of letters of recommendation, and the length of the letter is one indication of the letter writer's enthusiasm for a candidate.,If I think a candidate is particularly strong, I always make sure to go on to a 2nd page when reading application.,If A-C UH applications, if a If a candidate receives several short, one page letters, I take that as a signal from the letter writers and rate that candidate less highly.,In the body of the letter, you should address the qualities that are most important for the specific position or a word that the person is applying.,For quantitative skills, if the person is going to be working with numbers, communication skills are important for most positions, both speaking and writing.,Ability to work well with others, ability to take initiative, ability to prioritize tasks, creativity and ingenuity.,Attributes of a good citizen, such as, do they go out of their way to help others?,Have they volunteered a lot? Are they particularly engaged in what's going on in the world?,Obviously, if the candidate is weak in any of those areas, you need to point this out too.,For pointing out weaknesses. You can still use positive language.,You can say things like, the person is working on that or has made progress in that area.,The best thing you can do in your letter is to give specific memorable examples and stories in writing.,We call this show, don't tell.,Don't just say She meets deadlines.,Give an example like I sent her requests for edits at 10:00 a.m.,in the morning, and she turned around the revision by pm.,The same day. I actually used this in a letter.,I remembered the writer turning the edit around quickly, and I bothered to go back to my emails and look up the exact timing so I could put it in the letter. In my writing classes, I have students write profiles of each other during class and then read them,out loud. And there was one student who wrote one that was so good I still remember it to this day.,So in her letter, I wrote, her story stood out.,It was funny, witty and memorable.,It's the only one I remember vividly from the class.,Instead of just saying, he's a good citizen, I had a student who actually tutored another student in the class for free,, just out of the goodness of his heart, and I was able to put that story in the letter.,He is also a good citizen and goes out of his way to help others.,E.G., before he was A-T-A, he spent several hours a week helping one of our students who was struggling with the fall quarter.,Course in statistics, all letters are somewhat inflated.,We all want to be as positive as possible.,So in the midst of all that praise, it's your job as the letter writer to provide some guide posts to the review committee.,It helps to quantify and compare.,Was this student in the top 1 %, top 5 %, top 10 %?,And out of what group, I've written things like, she is among the top 10% of master students I have taught at Stanford.,If relevant, point out extenuating circumstances, like if the candidate has had to deal with major family issues or a challenging background.,This can be particularly helpful if a student has a weaker academic record.,As a reviewer, I value candidates who have overcome unusual obstacles or who have unconventional backgrounds.,So share those details when I'm reading letters.,I've noticed that I do pay attention when writers bold or underline or atalicize material to add emphasis, so that's okay to do in my letters.,I also try to bring in the voices of other people.,If other faculty members in my department think highly of a candidate, I'd like to mention that.,Or if I could taught a class with another instructor, I may ask that instructor to contribute a paragraph about the student.,Sometimes I'll quote other students. Once, I had this greatta who got a lot of unsolicited praise from his students. And I quoted one of those emails.,I wrote one of my students wrote this this in an unsolicited email.,You've probably heard already that So and So has been a fantastic T-A, so I was able to quote someone else saying, how great this candidate was.,A couple of cautions Sometimes you get letters that focus too much on the letter writer ,or the class that the letter writer taught or the project the letter writer worked on with the student.,The letter writer just seems to be filling space by telling me things that aren't about the candidates strength and weaknesses.,This is a red flag to me.,Filling space with these kinds of details is a way to tell your reader that you don't have much to say about the candidate, and aren't giving them a particularly high recommendation.,So don't talk too much about yourself in the letter unless that's your intention.,And it's fine to highlight things from the candidate CV But simply reading off the TV doesn't add much to the candidate's portfolio.,It's those specific examples and stories that you can add that make the person come to life.,I once was writing a letter for this outstanding student who had an amazing list of awards and honors and experiences on her CV, But I had plenty to write about her without even mentioning those accolades, ,so when I came to the end of the letter, I just listed a few of the highlights from her CV And then I realized that the fact that I had buried these at the end of the letter was telling.,So after I listed those things, I wrote, these are items I would have highlighted at the beginning of any other students' recommendation letter.,The fact that I nearly forgot to include this list speaks volumes, and with a concluding paragraph that gives your final parting message.,I often offer to be available if the committee has any additional questions.,If I'm giving my very highest praise, I might say something like In some so and So is a star in all aspects.,If there's anything else I can do to support her application, please don't hesitate to contact me. My more typical praise would be something like, I highly recommend so and so for this position.,If you have any further questions, I would be happy to expand further on my comments.,As I've mentioned, there is a hidden language to letters of recommendation.,Ully there's a hierarchy of praise, e.g.,someone might write, though not the top student in the class, he held his own among an extremely gifted and experienced group.,Now that's positive, but it also has a negative in there, right?,That's telling readers that this is a good student, but not an outstanding student.,One step up from that would be he was one of the best students in my class of 50.,That's telling readers that this is a very solid student, but not the best I've encountered.,Even in this one class, one step up from that, he was the best student in my class of 50, that's telling readers that this is an outstanding student, but not the best I've ever encountered.,Finally, if you say something like, he is one of the best students I've had in my career at Stanford, this is that language that you reserve for one student every few years.,When I read letters of the recommendation, im looking for these kinds of bold statements.,Obviously, you need to be very honest and only reserve that language for the truly exceptional candidates.,Your credibility and judgment are at stake.,But this is the hidden language of its of recommendation.,All of these statements are positive, but they have subtle meetings to your Readerson.,Just another example of subtle differences in language, ,you can see the subtle difference between I have confidence in her ability versus I have no doubt that she will go on to do 1st rate research.,The 2nd statement is much stronger.,And which of those you choose tells the reader something?,You can choose that weaker statement as a way to convey that this is a good, but maybe not exceptional candidate.,Or if I read something like, she is the most enthusiastic student I've ever worked with.,That sounds great at 1st pass, but as soon as you stopped to think about it carefully, you wonder why the recommender used Most Enthusiastic as opposed to something like Most talented or most accomplished or most brilliant, right?,Enthusiasm is a great quality, but you can have an enthusiastic student who is not an effective researcher or not a high performer.,When I read a letter where the highest praise is that the person is enthusiastic or hardworking or a team player, those are all good qualities, ,but if that's the highest praise the person receives, I will infer that this means that the recommendee is not a top performer.,So just be aware of this subtle language of recommendations, especially when you are new to writing them.,Finally, if you are the one asking for letters, here are a few tips.,1st of all, be very respectful of your letter writer's time.,Don't expect them to turn a letter letter around in a week.,You need to give them at least several weeks.,2nd, choose your recommenders. Carefully pick people who know you well and who you think have a high opinion of you.,I've seen applications where the applicant looked strong in many aspects, ,but they had one clearly negative letter that will sink your application if someone declines to write you a letter, this is not the time to be persistent.,Take that as a subtle hint that they do not feel capable of writing you a strong letter.,That doesn't mean they think poorly of you.,It just may mean that they don't know you well.,If someone asks you to draft your own letter, I would advise you to move on to someone else.,This is a good indication that the person isn't going to take the time to write you a strong letter.,As I've already said, I think it's an unfair and unethical practice to ask candidates to draft their own letters, so I would stay away from that.,Finally, be respectful of your writer's time by making everything as easy as possible for them.,Be proactive. Give them information that will help them write the strongest letter possible.,Offer to meet with them. Make sure that they don't have to hunt around to find simple things like deadlines and instructions. Put those at their fingertips. Also, it's a good idea to be thinking ahead about letters.,If you're taking a class where you really like the professor and you're acing the class, make a point to meet with the professor outside of class.,Ask for his or her advice.,Go to office hours. Tell that person how much you are enjoying their class.,Everyone likes a compliment. Make a connection with them so that they'll remember you when you later ask for a letter.,I like when students come to my office hours and ask for career or other advice.,So don't be shy about being a bit strategic and planning ahead.

如果你留在学术界，不久之后你就会被要求为学生、博士后甚至同事写推荐信。在下一个模块中，我将提供撰写推荐信的技巧。最后，我还将为那些仍在申请职位的人提供一些征求推荐信的小贴士。在斯坦福大学期间，我写了很多推荐信。我还曾在研究生和医学招生委员会任职，并阅读了数百封信。作为一名写信人，你需要意识到，如果你因为不太了解这个人，或者因为你对推荐这个人持保留态度而无法提供一封强有力的信，那么你拒绝了候选人的请求，就是在帮他一个忙。我读过推荐信，信作者弄错了候选人的性别。这告诉我，写信人不记得那个学生了。实际上，这应该会对这位不诚实的信作者产生负面影响，但最终却对候选人产生了不利影响。因此，你礼貌地拒绝候选人的请求，可能是在帮他们一个忙。我总是会考虑这个人所申请的内容的竞争力。有时，学生申请的东西竞争不高，内部研究或差旅补助金很小，或者是内部助教职位。我知道大多数学生的申请都很成功，但我往往不会为这些类型的信件感到担忧，因为学生只需要我证明他们是斯坦福大学的学生，信誉良好。我通常会同意这些信件，只要学生在我的课堂上表现不错，即使我不太了解。但是，如果竞争更激烈，如果我不太了解学生，我会拒绝他们。我觉得在这个模块中要解决的最大烦恼之一是要求候选人自己写一份推荐信草稿的整个想法。这在学术界的某些领域很常见。我甚至在补助金写作研讨会上发表演讲，其中一位发言者明确告诉学员，他们必须自己起草所有推荐信，然后交给写信人。我强烈不同意这种做法。我个人认为这是不道德的。现在，可能还有其他人不同意我的看法，但在我看来，这种做法破坏了推荐信的全部意义，即就候选人的能力提供独立意见。我个人觉得，如果你只愿意编辑学生自己写的一封信，那么你最好礼貌地拒绝写那封信。再说一遍，拒绝学生可能是在帮他们一个忙。我曾经在通读申请表，读过第三封推荐信时我有一种似曾相识的感觉。我认出了一些语言。好吧，我回过头来看第二封推荐信，有几句话与这两封信完全匹配，而信作者来自完全不同的组织。我只能猜测学生向写信人提供了一封预先起草的信供他们研究。我要告诉你，我立刻把她的申请丢掉了，因为那告诉我写信的人只是在抄她写的关于自己的语言，我不知道他们是否相信关于她的这些话。再说一遍，我认为要求学生自己起草信是不对的，也不公平，这会对学生造成伤害。如果你同意写这封信，请学生提供一些有助于起草信件的其他信息，例如他们的简历和有关他们申请什么的具体信息。你需要确保自己具备与这个特定职位或奖项相关的素质。当然，请学生给出一个明确的截止日期，然后将其标记在日历上。通常，这类事情的截止日期并不灵活，所以不要错过截止日期。而且，学生应通过提供链接或电子邮件地址，甚至提供地址前邮寄信封（如果仍然适用），使您尽可能轻松地提交信件。让你的信看起来很专业，像一封老式的信。写上日期、招生或奖学金委员会的地址，并写在信纸上。而且不要让问候语变得笼统，比如它可能与谁有关。如果可能，请将这封信寄给将要阅读申请的特定人员或委员会。你会为这些字母找出自己的风格。但我只想分享我的模板。你应该始终有一个简介，说明你是如何认识候选人的，以及你认识候选人的时间有多长。首先，我总是喜欢说：“我很高兴推荐莎莉入读廷巴克图医学院。”然后我给出了我认识候选人的背景。然后我想用一两句话概述我对候选人的看法来结束第一段。每隔几年，我就会有一位候选人与我写信的大多数候选人所处的联赛不同。我为这些顶级候选人保留了某种语言。在斯坦福大学的15年中，我写了五封这样的信。一只手我还能数出来，其中有五封包含这种最高赞美的信，比如：“她是我迄今为止教过的最聪明、最有成就的学生之一。”推荐信有一种隐藏的措辞。当我这样称赞时，这向读者发出了一个信号，表明这是你不会错过的候选人。对于我更典型的推荐信，我会写一些有力但更谨慎的东西。也许是这样的：“我发现她是一个勤奋的学生和研究人员。我相信她将成为您研究团队的资产。”.我应该注意，我将使用我在整个模块中写的信件中的真实示例，但是为了保护身份，我删除了名字，有时还会更改性别。当然，在信中，你想用你所有的技能来写出好的写作。我最近正在阅读一封应用程序，其中一位写信的人刚刚写了一封引人入胜且写得很漂亮的信。我想面试那位候选人只是因为那封信。这封信的长度也很重要。同样，推荐信有一种隐藏的语言，这封信的长度表明了信作者对候选人的热情。如果我认为候选人特别强大，我一定要继续阅读第二页。在阅读申请时，如果候选人收到几封长达一页的短信，我会把它当作信作者的信号，对该候选人的评价就会降低。在信的正文中，你应该说明对于该人申请的具体职位或奖项最重要的素质。量化技能（如果该人要使用数字）。沟通技巧对于大多数口语和写作职位都很重要。能够很好地与他人合作。能够采取主动行动。能够确定任务的优先顺序。创造力和独创性。一个好公民的属性，比如他们会竭尽全力帮助他人吗？他们经常做志愿者吗？他们是否特别参与世界上正在发生的事情？显然，如果候选人在这些领域中的任何一个方面都很弱，你也需要指出这一点。为了指出弱点，你仍然可以使用积极的语言。你可以说诸如该人正在研究这个问题或在该领域取得了进展之类的话。你在信中能做的最好的事情就是举出具体的令人难忘的例子和故事。以书面形式，我们称这个节目不讲故事。不要只是说她遵守了最后期限。举个例子，比如，“我在上午10点向她发送了编辑请求，她在当天下午3点之前扭转了修订版”我实际上在一封信中使用了这个。我记得作者很快就扭转了编辑的局面，我费心去回电子邮件里查一下确切的时间这样我就能把它写在信里。在我的写作课上，我让学生在课堂上互相写个人简介，然后大声朗读。还有一个学生写的太棒了，直到今天我还记得。所以我在她的信中写道：“她的故事脱颖而出。这很有趣、机智而且令人难忘。这是我在课堂上唯一能生动地记住的那个。”我有一个学生不只是说他是个好公民，而是出于内心的善良，他在课堂上免费辅导了另一个学生，我能够在信中讲述这个故事。“他也是一个好公民，不遗余力地帮助他人。例如，在他成为助教之前，他每周花几个小时帮助我们的一位在统计学秋季课程中苦苦挣扎的学生。”.所有字母都有些夸张。我们都希望尽可能保持积极的态度。因此，在所有这些赞美之中，作为信件撰稿人，你的工作是为审查委员会提供一些路标。它有助于量化和比较。这个学生是否在前1%、前5%、前10%以及属于哪个群体？我写过诸如“她是我在斯坦福大学任教过的硕士生中排名前10％的学生之一。”如果相关，请指出情有可原的情况，例如候选人是否必须处理重大的家庭问题或具有挑战性的背景。如果学生的学业成绩较差，这可能特别有用。作为一名审稿人，我重视那些克服了不寻常障碍或具有非常规背景的候选人，所以请分享这些细节。当我读信件时，我注意到当作者使用粗体、下划线或斜体来增加重点时，我确实会注意这一点，所以这样做是可以的。在我的信中，我还试图引入其他人的声音。如果我所在系的其他教职员工对候选人的评价很高，我想提一下。或者，如果我和另一位讲师共同上课，我可能会请那位讲师写一段关于该学生的段落。有时候我会引用其他学生的话。有一次我有个很棒的助教，他得到了学生们不请自来的好评，我引用了其中一封电子邮件。我写道：“我的一个学生在不请自来的电子邮件中写了这篇文章。你可能已经听说过了，所以他是个了不起的助教。”所以我能够引用别人的话说这位候选人有多出色。有几点注意事项。有时候你会收到的信过于关注写信人、写信人所教的课或者写信人与这个学生合作的项目，写信人似乎是在填补空白，告诉我一些与候选人的长处和弱点无关的事情。这对我来说是一个危险信号。用这类细节填补空白可以告诉读者，你对候选人没什么好说的，也没有给他们特别高的推荐。因此，除非这是你的意图，否则不要在信中过多地谈论自己。重点介绍候选人简历中的内容是可以的，但是仅仅阅读简历并不能为候选人的投资组合增加太多。你可以添加的那些具体的例子和故事使这个人栩栩如生。我曾经写过一封信给这位杰出的学生，她的简历上有一系列令人惊叹的奖项、荣誉和经历。但是我有很多关于她的文章要写，甚至没有提及那些荣誉。因此，当我写到一封信的结尾时，我只列出了她简历中的一些亮点。然后我意识到，我把它们埋在信的末尾这一事实很有说服力。因此，在我列出这些内容之后，我写道：“这些是我会在任何其他学生的推荐信开头强调的内容。我差点忘记加入这份清单这一事实足以说明问题。”最后一段给出了你最后的离别信息，如果委员会还有其他问题，我经常主动提出随时待命。如果我给予最高的赞扬，我可能会说：“在某些情况下，某某在各个方面都是明星。如果我还能做些什么来支持她的申请，请随时与我联系。”我更典型的赞美是：“我强烈推荐某某担任这个职位。如果你还有其他问题，我很乐意进一步详细说明我的评论。”正如我所提到的，推荐信有一种隐藏的语言。大多数字母都有些夸张，因为没人愿意变为负面。因此，请谨慎选择您的单词。赞美是有等级制度的。例如，有人可能会写道：“尽管他不是班上最优秀的学生，但他在一个非常有天赋和经验的小组中占据了自己的一席之地。”现在这是积极的，但也有负面影响。这告诉读者，这是一个好学生，但不是一个优秀的学生。更重要的是，“他是我50岁班上最好的学生之一。”这告诉读者，这是一个非常扎实的学生，但即使在这堂课上也不是我遇到的最好的学生。更重要的是，“他是我50岁班上最好的学生。”这告诉读者，这是一位出色的学生，但不是我见过的最好的学生。最后，如果你说“他是我在斯坦福大学职业生涯中最优秀的学生之一”之类的话，那么这就是你每隔几年为一个学生保留的语言。当我读推荐信时，我正在寻找这类粗体陈述。显然，你需要非常诚实，只为真正杰出的候选人保留这种语言。你的信誉和判断力处于危险之中。但这是推荐信的隐藏语言。所有这些陈述都是积极的，但它们对你的读者来说却有微妙的含义。这只是语言细微差异的又一个例子。你可以看出“我对她的能力充满信心”和“我毫不怀疑她会继续做一流的研究”之间的微妙区别。第二种说法要强得多，你选择哪一种可以告诉读者一些事情。你可以选择较弱的陈述来传达这是一位不错但可能不是特别的候选人。或者，如果我读到这样的话：“她是我合作过的最热情的学生。”这听起来不错，但是当你停下来仔细考虑一下时，你就会想知道为什么推荐人使用的是最热情的东西，而不是最有才华、最有成就或最出色的东西。热情是一种很好的品质，但是你可以有一个热情的学生，他不是一个有效的研究人员，或者不是一个表现不佳的人。当我读到一封信时，最高的赞美是这个人热情、勤奋或具有团队合作精神，这些都是不错的品质。但是，如果这是该人获得的最高赞誉，我会推断出这意味着被推荐者不是表现最好的人。因此，请注意推荐的微妙措辞，尤其是当你不熟悉撰写建议时。最后，如果你是要信的人，这里有一些小贴士。首先，要非常尊重你的写信者的时间。不要指望他们在一周内完成一封信，你需要给他们至少几个星期的时间。其次，请谨慎选择推荐人。挑选那些非常了解你、你认为对你评价很高的人。我见过申请中，申请人在许多方面看起来都很强劲，但他们有一封明显的负面信会使你的申请失效。如果有人拒绝给你写信，那么现在不是坚持不懈的时候。把它当作一个微妙的暗示，表明他们觉得没有能力给你写一封强有力的信。这并不意味着他们对你的看法很差，而只是可能意味着他们不太了解你。如果有人要你自己起草信，我建议你去找别人。这很好地表明此人不会花时间给你写一封强有力的信。正如我已经说过的那样，我认为要求候选人自己起草信是一种不公平和不道德的做法，这样我就远离了。最后，尊重作者的时间，让他们尽可能轻松地做所有事情。积极主动。向他们提供信息，帮助他们写出尽可能强烈的信。主动提出与他们见面。确保他们不必四处寻找简单的东西，例如截止日期和说明。让他们触手可及。此外，提前考虑信件也是个好主意。如果你正在上一堂你非常喜欢教授的课，而且你在课堂上表现出色，那么一定要在课外与教授见面，征求他或她的建议。前往办公时间。告诉那个人你有多喜欢他们的课。每个人都喜欢赞美。与他们建立联系，这样当你以后要信时，他们就能记住你。我喜欢学生来我的办公时间寻求职业或其他建议，所以不要害羞地采取一点战略性并提前做好计划。