Self-assign Career Center Activities

References / Letters of Recommendation

Jasper Yeung

# Reflection

For the Self-Assigned Career Center Activities assignment, I chose the References and Letters of Recommendations area. I chose this area because compared to the other areas, I have not had any experience with getting recommendation letters and thought it would be useful to learn. I wanted to learn how to get these letters in a professional manner and who I should ask to write them.

From this area, I looked at the Career Center’s references and letters of recommendation web page and the Career Center’s presentation of the same topic. One thing I learned from these two sources is choosing a reference. A reference can be either a professor or employer who has a relationship with you, and you have given a good impression and shown your best work to them. This is important so they are able to write the letter of recommendation in a positive and genuine manner.

Second, there are many materials that should be provided to the reference before they write or even accept writing the recommendation letter. A description of the position or programing being applied to, what should be covered in the letter, relevant experiences, resume, deadline, submission instructions, and the name and address of the recipient should all be provided to the reference.

Third, the reference should be provided with proper manners. Very basic manners would include showing gratitude and giving at least four weeks’ notice for the reference to write the letter. Another such courtesy is to have communication be through one email trail easy to track. The last manner would be to give the status of the application to the reference.

Third, I learned that most programs give the option to waive the right to view your letter of recommendation in the application portal and it is best practice to waive that right. This is because it gives the reviewers the impression that you have nothing to hide.

After learning these tips for getting references and letters of recommendations, I will be applying these skills with my professors and future employers. When asking for professors as references, I will be picking them based on their experience with me and providing them with my unofficial transcript and other information to write a personal and stellar letter. For future employers, I will ask for letters even before I move onto another position so I can get a fresh letter in a timely and respectful manner.

# Screenshot Evidence

[A screenshot of a computer

AI-generated content may be incorrect.](https://www.uwb.edu/career-services/resources/recommendation)

Figure : Career Center Recommendation Page

[A screenshot of a computer

AI-generated content may be incorrect.](https://www.uwb.edu/career-services/wp-content/uploads/sites/41/2023/06/Getting-Great-Letters-of-Recommendation-Workshop-2.pptx)

Figure : Career Center Recommendation Presentation