**LETTERS OF RECOMMENDATION**

Letters of recommendation are often required for graduate programs, scholarships, and fellowships.  Since these letters take time to compose, request them well in advance of deadlines. Letters of recommendation are not required for internships, co-ops or jobs.

**Who to choose to write recommendations?**

Choose those who are most familiar with your academic performance or research abilities and interests. Faculty members would be a first choice. Meet with those you select -- provide a copy of your resume and a description of the opportunity. Email a note of thanks to those who write your letters.