



How to Ask for a Recommendation from a Professor

Request a Meeting If Possible

If you're still in school or living near campus, try to arrange a face-to-face meeting with the professor. Ask if the faculty member would be comfortable endorsing you as a candidate for the types of jobs you're applying for, and then ask if you can stop in during office hours or chat over a cup of coffee to discuss the matter further. Then, follow up with an email or letter to your prospective faculty reference with the attached documents.

If that's not possible, a video conversation, phone call, or email exchange works well too.

Be Clear About What You Want

Make sure you state precisely what you are asking them to do, such as to write a general letter of recommendation for your credential file, to write a recommendation for a specific job, or for permission to list them as a reference.

Give as Much Notice as You Can

Give your faculty members as much advance notice as possible. Towards the end of the semester, they may be burdened by grading papers and exams as well as writing recommendations for many other students.

Recommendation Request Email Example:

Subject: Jessica Angel Recommendation Request

Dear Ms. Jones,

I am writing to you to request that you provide a reference for me as I begin my job search. As you know, I will be completing my graduate studies this spring, and have found several exciting opportunities that I am exploring.

As my undergraduate thesis advisor and mentor, I believe that a reference from you would provide a potential employer with information to recommend me as a school counselor.

If you need any additional information, please contact me via email or phone. Thank you very much for your consideration and support.

Sincerely,
Jessica Angel
555-123-4567
jessicaa@aaa.com

Remember to Say Thank You

Once your professor writes the reference, make sure to send a thank-you note to your reference, acknowledging the favor. You can either send a handwritten note or an email.

Update Your Job Search Progress

Keep your faculty members up to date with your job search as it progresses. Make sure to let them know if your employer seems to be ready to conduct a reference check. You should also provide the professor with a job description and copy of your cover letter so they will be prepared should they receive a call.

Source & additional information: <https://www.thebalancecareers.com/how-to-ask-a-professor-for-a-recommendation-2060798>