

## HOW TO ASK A PROFESSOR FOR A RECOMMENDATION

To get better recommendations, you need to choose the right people and provide them with all the information they need to write you a good letter. **Also, make sure you give them enough time. Don't surprise them at the last minute!**

**1. Choosing the professor.** Obviously, a professor who gave you a good grade in a class and was impressed by your academic performance would be a good choice. But to write the kind of letter that impresses the reader, the professor should also be able to comment on your creativity and personality.

Try to get involved in activities with faculty members during your time at HCC. Not only will the experience itself be a valuable part of your education, but also you will establish a relationship with a mentor who will be able to write a much better letter about you.

**2. What to give the professor when asking for a recommendation.** A professor needs as much information as possible. Consider the following items:

- a. Description of the program for which you are applying
- b. Copy of your application, especially the essay you write
- c. Your resume or curriculum vitae
- d. Any forms or specific instructions or questions requested by the program

**3. Let the professor know when you hear about your application, whether or not you got the award.** This will let the professor have a good feeling of participation in your future, and will help him with future letters for you and other students.

Adapted from "How to Ask a Professor for a Reference Letter"

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