

## Guidelines for Requesting Letters of Recommendation

1. Ask early. Give faculty/preceptors at least 4-6 weeks notice (ask by early November for residency letters).
2. Be sure to make the request politely. You may want to ask the faculty/preceptor in person rather than by email, if possible. Preceptors and faculty frequently have multiple competing deadlines and may not have the time to spend 2-3 hours writing a letter for you. Be respectful if a faculty tells you that she/he cannot write you the letter.
3. Request letters from a faculty/preceptor who has spent a significant amount of time interacting with you and so can comment on numerous areas of your professional demeanor. Examples include a rotation preceptor, an internship supervisor or a research advisor. Also consider asking faculty liaison to a community outreach project where you were chair (e.g., Operation Diabetes, Operation Immunization), or a professional society where you held a significant office or where chair of a committee. The bottom line is you want to select someone who can give *specific examples* of such attributes as your leadership, clinical, and communication skills, as well as assess your professionalism, dedication, and ability to work as a team player.
4. Provide the faculty/preceptor with the following (at least 4-6 weeks before the deadline date):
  - a. Your updated CV (using our new SSPPS Sample Student CV format)
  - b. A short summary or bullet points of what you would like them to highlight as achievements that you are most proud of in the past XXX years as a student pharmacist. (academic, leadership, community service etc.)
  - c. What you are applying for, with name, title and address of whom the letter(s) should be addressed to.
  - d. Stamped, fully addressed envelopes with names and addresses of where the letters should be mailed to.
  - e. Any forms the faculty need to complete, and deadline dates.
  - f. Be organized and place items a-e in a folder or envelope so items don't get easily lost
5. Thank your faculty/preceptor(s) who write your letter(s). Also, consider sending a thank you note after the letters have been written.
6. Let the faculty/preceptor know the outcome when you find out; that you received the scholarship, internship position, residency, etc. Faculty/preceptors are proud of you and would like to share in your accomplishments.