LETTERS OF RECOMMENDATION GUIDE

A strong letter of recommendation can strengthen your application and can showcase key skills and experiences detailed in your application. Consider the following tips when asking for a letter of recommendation:

**CHOOSE WISELY**
- Choose someone who knows your abilities well
- Ask key faculty from your previous/current school(s)
- Ask your current or most recent manager or supervisor
- Letters from family, friends and co-workers are not accepted

**MAKE IT EASY**
- Provide the recommender information about the degree program
- Provide the recommender with your most current resume
- Set a deadline within 2 weeks of your initial request
- Schedule a follow-up to check on the status and to thank them

**SUPPLY ADDITIONAL INFO**
- Provide 3-5 of your biggest and most relevant strengths
- Send a list of your most successful projects
- Include details about any volunteer work you’ve done
- Explain reasons for pursuing your program of interest

**SUBMIT LETTER(S) VIA EMAIL**
- Ensure recommenders send letters directly to: applyduonline@drexel.edu
- Ask recommenders to send the email from their professional account
- Confirm Drexel's receipt of your letter via your Discover Drexel portal

**QUESTIONS/CONCERNS?**
We’ve done our best to fit as much helpful information in this guide as possible. However, we understand that each applicant has a unique situation, and we’re happy to provide additional assistance if needed.

For expert support beyond what is provided in this guide, please call our toll-free number at 1-877-215-0009 or email duonline@drexel.edu