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/C 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
BONUS TIPS FROM OUR ENROLLMENT COUNSELORS

1. Try to select 1 or 2 more recommenders than you are required*
2. Start reaching out to recommenders early to give them time
3. Make sure recommenders are professional or academic*
4. Letters must be written recently
5. Request a date for it to be completed 2-3 weeks from the ask date
6. Request they let you know once it has been completed
7. Check in if you haven't received confirmation of completion
*Carefully check admissions criteria for amount and type of letter

TRACK YOUR PROGRESS

Keep track of your request(s) by noting the following dates for each:

Name of Recommender: __________________________
Date of Request: ________________________________
Requested Completion Date: ______________________
Uploaded to Discover Drexel (Check Box Upon Completion) ☐

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