Should you ask for a letter of recommendation from an instructor? A Checklist
(Freely based on http://www.petersons.com/college-search/letter-recommendation-how-ask.aspx)

Should you?

- Only ask for a letter of recommendation if you are confident that the instructor knows you well enough to write a specific letter and can write an enthusiastic letter.
- Remember that a letter from an adjunct instructor might carry less weight than a letter from a more permanent member of the faculty.

What to give the instructor when you ask for a letter:

Try to have a conversation with your instructor about your application, preferably in person. Offer to provide the following:

- Current CV or resume
- Cover letter
- A draft of your statement of purpose or goals for your application
- Year(s) or semester(s) that you have known the instructor
- Grades that you received in the instructor's class(es)
- A summary of noteworthy assignments and feedback you received from the instructor
- A couple of sentences or a paragraph about your strengths as demonstrated in the instructor's class(es)
- A list of academic qualities that you think would be most relevant in support of your application
- A list of non-academic qualities that you think would be most relevant in support of your application
- Your reasons for applying to a particular program or institution
- Complete and precise instructions for addressing and sending the letter(s); you may even want to consider using Interfolio (http://www.interfolio.com), an online credentials service that will help you manage the letters you request

Teaching & Learning Tips • Center for Teaching & Learning, Queens College
November 15, 2012
http://teachlearn.commons.gc.cuny.edu/?p=132