**Help your letter writers!**

1. Ask your professor if they would be willing/able to write a letter for you. Do this well ahead of when the letters you need are due.
2. If they say yes, provide one email (or document) with all of the pertinent information in it. This should include:
   1. Your resume and a short synopsis of what your career interests and goals are.
   2. A complete list of the schools you are applying to including their names, relevant contact information, and the due dates for the letters.
   3. A note about how the letter will be received, generally there are three ways this can happen. If it is not one of these three ways note it in your document.
      1. The letter writer can send the letter via email. If this is the case, provide the email address next to the school name.
      2. The letter writer will receive an email on behalf of the school with a link they can follow to submit the letter. If this is the case, indicate that the letter writer will be receiving an email from the school.
      3. The letter writer will need to send off a paper copy of the letter to the school. If this is the case, note it next to the school name, and provide a stamped, self-addressed envelope for each letter than needs to be sent by mail.
   4. Remember to thank your letter writer (A thank you card goes a long way)