

# **Letters of recommendation: How to choose, ask, and help your letter writers**

Willamette University Department of Chemistry

- 1) Choosing letter writers

3) Helping your letter writers write the best possible letter

Once you have received a “yes”, provide as much information as you can to the letter writer:

- A website or other information about the program/scholarship organization
- A specific due date
- A complete and up-to-date resume that includes awards, extracurricular