

Letters of Recommendation

- (1) Unless there's a REALLY good reason, you need a letter from your major advisor.
- (2) Letters from other of your professors are fine.
- (3) But also, think about trying to get a letter from an established person in your field who isn't one of your professors.
 - How? Make contacts:
 - Go to conferences. Talk to lots of people there and begin to establish relationships.
 - Get in touch with someone, 'Prof. Jones', whose work relates to yours, maybe asking a question.
 - Tell Prof. Jones what you are working on and how it was influenced by Prof. Jones. Ask if she would like to see your paper about the topic.
 - Maybe ask about setting up a meeting to get advice and suggestions.
- (4) Talk to all you will want letters from. (For many job applications, you will be asked to list your referees. Get permission in advance from anyone you will list.)
- (5) Tell them details of the jobs you are applying for. In fact, ask for advice about whether these are appropriate jobs for you.
- (6) Give them a reasonable amount of time. (Occasionally, I get a request where the letter is due the next day, or even that very day. I do it, but I don't like it.)
- (7) Give them all the relevant info. I personally much prefer having the info in electronic form rather than paper. It's easier to find that way. (Have you seen the usual state of my desk?) And it's way easier to copy and paste address and other info than to type it anew. And you want to make it as easy as possible for your recommender to write the letter.
- (8) Here's what I like to get:
 - List of places you are applying, with due dates **BOLD**, and with addresses (electronic or physical - some places want one, some the other; double-check which is required for each job).
- (9) More and more places are going to on-line systems in which the recommenders will be sent a request to upload a letter. Find out if that is true for each specific place and let your recommenders know.
- (10) Make available to recommenders
 - Your CV
 - The job ads or links to them
 - Your letters of application for each job
 - Your research and teaching statements