



MODULE: REQUESTING RECOMMENDATION LETTERS

MENTOR GUIDE

Checklist

Prior to meeting with mentee(s)

- Review the materials provided for this module, including the sample recommendation letter document.
- Prior to the meeting, ask mentee(s) to consider a position or opportunity for which they would need a recommendation letter. This will be used for the activity focused on crafting a draft email.
- Ask mentee(s) to read through the Overview document for this module to familiarize themselves with the purpose of recommendation letters.

Discussion with mentee(s)

- Ask students to use the position they considered for prior work as the subject for their draft email exercise.
- Ask students to self-evaluate themselves using the example recommender evaluation. Discuss how this process of considering how others might view them affects them.
- If using the “Resume Writing” module, please consider pairing these two modules as a complement to each other.
- Five-minute reflection

Suggested Schedule

1. Schedule mentor-mentee meeting
2. Discuss provided overview document, specifically Tips of Requesting Recommendation Letters.
3. Have mentees consider how their resume, request for recommendation letters, and their chosen career path are connected. Method.
4. Five-Minute Reflection



Research Experience and Mentoring

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<http://eqpoint.info/rem>

Considerations

1. Share experience of you requesting a letter of recommendation when you were an undergraduate/graduate student, or share experience someone requesting a letter from you.
2. As mentioned earlier, this module can be placed earlier in the spring curriculum if the mentee shows interest in applying for a summer internship. You should gauge this interest at the beginning of the semester.