

Recommendation Requests Work Sheet

Instructors need certain types of information from you in order them to craft a tailored recommendation your specific submissions.

A. START HERE

•**Is the instructor you are asking is the best one to write the recommendation?**

You want to ask someone who you believe knows you well enough to talk knowledgably about you and your attributes. **You want to be in good standing with that instructor and have a solid reputation as someone who attends and participates in class; has shown strong commitment to the academic work and deadlines; takes responsibility for yourself; and who strives to do good work.**

If you've have struggled in these areas or suspect your professor may not be able to promote you, you may want to ask a different instructor in who's class you've had a better experience.

•Please know that **it is an instructor's choice to write a recommendation and they may refuse** if they do not have the time; they feel they do not know you well enough; or they don't believe they can write a strong one for you.

•**IMPORTANT:** When requesting recommendations **please give your instructor at least two weeks to complete the recommendation.**

Do not expect an instructor to give you a recommendation with less notice. Strong recommendations take time to craft and, without proper time, your instructor may not be able to complete one, or may give a hastily written one, which will do you little good.

B. SCHOOLS AND DEADLINES

List ALL schools and department for which you will need a recommendation and **the submission due date** for each.

For example: UCLA has several different undergraduate programs in its Theater, Film and Television Department so you must indicate which program you are applying for. UCLA; Film, Television and Digital Media Program; Due Jan 1

You can not apply to MFA (Master's) programs until AFTER you have a BA/BS.

School	Specific Name of Program	Application Due Date
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- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

This is important since instructors need to ensure all recommendations were submitted properly and on time

C. INFO ABOUT YOU

Provide your instructor with pertinent information about yourself so that we can write the best recommendation that we can.

- 1. Briefly describe the program or scholarship you are applying for** so that we understand the department and what skills the recommendation must address.

- 2. Tell us how will the recommendation be submitted.** There are many ways submission are handled these days: Will it be through an upload application like Common App, Slideroom or Accptd, or will they need to be snailmailed it to an individual?

- 3. Remind the instructor of projects, papers and/or production roles** you made or were part of for their class.

- 4. List several things you think the selection committee** will be considering when they make their judgments: What you think they are looking for in candidates?

- 5. Give a brief description or list of things you think they need to know about you.** What strengths do you possess that you believe would apply for this particular position? Please push yourself to note your individual skills and talents- tell us what makes you different from other applicants and why they should want you!

- 6. List anything else that you might want us to highlight, especially things we might not already know about you.**

- 7. List specific skills or education that you hope to acquire** through the experience, and/or **how you hope it will advance your education or career.**

Lastly, please note that the above is helpful information for instructors to have. However, they decide what to say about you, you do not direct what they say.

That's it! Do these things and an instructor will try to cook up a smoking hot recommendation.