



Collecting reference letters on your behalf can be beneficial for lots of reasons. Brainstorm with your TRIO person about what some of those benefits are.

List three professors whom you can ask for letters.

- 1.
- 2.
- 3.

List three other (non-TRIO) people you can ask (employers, mentors, etc.)

- 1.
- 2.
- 3.

Identify two people above whom you will ask to write reference letters for you.

In person, ask them for the letters and be sure to address the following:

- Why you are asking
- What kind of information they should include (your character, work ethic, grades, skills, etc.)
- By when you would like the letter—give at least 2+ weeks
- How you want to receive it (printed, emailed, etc.) (Be aware they may have their own guidelines you need to follow, particularly regarding privacy.)
- Give them a copy of your resume as a helpful guide.

After you receive the letters, talk to your TRIO person about the experience.

Then go get more letters!