

LETTERS OF RECOMMENDATION GUIDE



A strong letter of recommendation can strengthen your application and can showcase key skills and experiences detailed in your application. Consider the following tips when asking for a letter of recommendation:

CHOOSE WISELY



Choose someone who knows your abilities well



Ask key faculty from your previous/current school(s)



Ask your current or most recent manager or supervisor



Letters from family, friends and co-workers are not accepted

MAKE IT EASY



Provide the recommender information about the degree program



Provide the recommender with your most current resume



Set a deadline within 2 weeks of your initial request



Schedule a follow-up to check on the status and to thank them

SUPPLY ADDITIONAL INFO



Provide 3-5 of your biggest and most relevant strengths



Send a list of your most successful projects



Include details about any volunteer work you've done



Explain reasons for pursuing your program of interest

SUBMIT LETTER(S) VIA EMAIL



Ensure recommenders send letters directly to:
applyduonline@drexel.edu



Ask recommenders to send the email from their professional account



Confirm Drexel's receipt of your letter via your [Discover Drexel portal](#)

QUESTIONS/CONCERNS?

We've done our best to fit as much helpful information in this guide as possible. However, we understand that **each applicant has a unique situation**, and we're happy to provide additional assistance if needed.

For expert support beyond what is provided in this guide, please call our toll-free number at [1-877-215-0009](tel:1-877-215-0009) or email duonline@drexel.edu

