The Office of Graduate Fellowships and Awards

Letters of Recommendation and Supplemental Materials

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Common Application Components

- Application Form
- Personal Statement
- Research Proposal
- Short Answer Essays
- > Letters of Recommendation
- > Supplemental Documents



Letters of Recommendation

- Letters of Recommendation play an important role in the review process and should not be left to the last minute!
- Who are you asking to write your letters? You may want to ask different recommenders for different awards.
- If you're early in your graduate career, begin cultivating those relationships!

Letters of Recommendation

- Think about diversity among your letter writers.
- Different writers can discuss your different capabilities/strengths/experiences.
- Having three letters that each discuss you in a seminar setting may be less effective than 1 letter about seminar setting, 1 letter about teaching experience, and 1 letter about lab work.

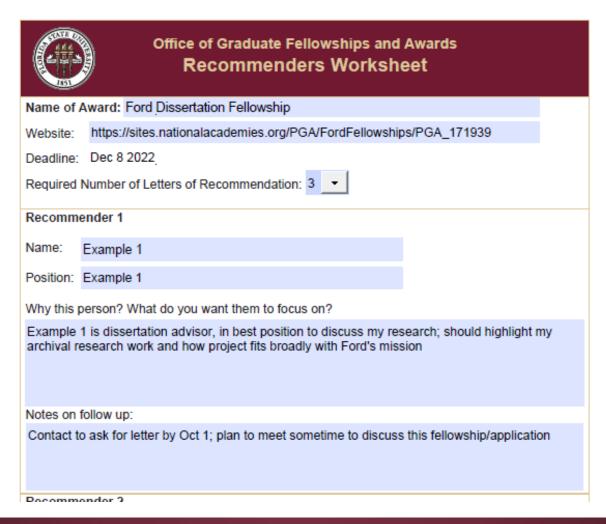
Letters of Recommendation

- Ask your potential writers if they can write a "strong recommendation."
- Provide reviewers with information about the fellowship and give them your essay drafts
- It's OK to give reviewers some direction: "I'm asking you to write this letter because you supervised my work at the writing center and can discuss my abilities as a mentor."

Supplemental Materials

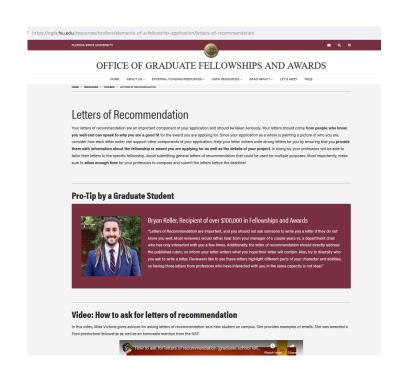
- Many Fellowship and Grant Applications require additional documents from your university, such as enrollment verification or PhD Candidacy verification
- Identify the right person: Registrar, Chair, Dean?
- Easy to get, easy to forget!
- Don't leave till last minute!

Worksheet to Organize LORs



OGFA Resources

- The OGFA <u>Resource Toolbox</u> has resources for different application components, including Personal Statements, CVs, Letters of Recommendation, and Research Proposals.
- The Fall 2022 OGFA Newsletter contains a Letters of Recommendation "Pro-tip."







OGFA Services & Resources

- Funding search assistance
- One-on-one & small-group meetings
- Document review/feedback
- Workshops & Info Sessions
- Online application tips & resources
- Check out past award winners <u>here</u> (Grad Student Award Recipient Database)



Contact Information

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