

# DIVISION OF GRADUATE STUDIES

## LETTERS OF RECOMMENDATION



### Need advising?

Graduate Studies advisors are here to help you explore our graduate programs, career options, and support your application to SF State.

#### Contact Us:

415-338-7155  
[gradadv@sfsu.edu](mailto:gradadv@sfsu.edu)  
ADM 254

**Division of Graduate Studies**  
San Francisco State University  
1600 Holloway Ave., ADM 254  
San Francisco, CA 94132

Set your recommenders up for success. Give them a

## LETTER OF RECOMMENDATION BINDER OR ELECTRONIC PORTFOLIO!

When asking for a letter of recommendation, it is always a good idea to create a binder which includes all of the information your recommender would need to write a strong letter on your behalf.

### Be Sure To Include:

1. A thank you letter to your recommender.
2. A typed matrix which includes the names of all schools and programs you're apply to, application deadlines, letter of recommendation deadlines, and instructions for submitting the letter for each program.
3. Your Personal Statement
4. Resume/Curriculum Vitae
5. Unofficial Copies of your Transcripts
6. Brag Sheet (items you would like your recommender to highlight – e.g. specific work/volunteer experience, projects, papers, research experience, awards...)
7. Relevant coursework, assignments, projects, presentations, or papers you did in their course.
8. Tabs with each graduate program you're applying to. Include their program information, mission statement, application instructions, and other necessary information.
9. Remind recommender to Configure Permission to Accept CAL STATE APPLY letter of recommendation request from [Calstateapply@liaisoncas.com](mailto:Calstateapply@liaisoncas.com).