

Dear Dr. Miller:

I have recently decided to apply for a Fulbright English Teaching Assistantship Award to Costa Rica through the Distinguished Fellowships Program here at Maryville. The Fulbright English Teaching Assistantship Program gives graduating seniors the chance to spend the year following graduation in a foreign country teaching English. I have attached my personal statement, goals statement, and resume that together describe more about me and my interest in this specific program.

I am writing because I would like to ask you to be a reference for me for this application. They said that my references should be the three individuals who can best speak to my ability to teach English in a classroom abroad based on my intellectual and professional preparation and I thought you might be willing to do this. What is required of you, if you agree to serve in this capacity, is that I will enter your name in my application and you will then receive an e-mail with a link that will take you to a recommendation form that you will fill out. A full letter is not required.

I appreciate you considering this request.

Sincerely,

Joe Donovan

Rebecca Dohrman 10/2/12 10:10 PM

Comment [1]: Use formal salutations even if you know the professor well. You are asking them to do you a favor and they will appreciate it. Use Dr. or Professor.

Rebecca Dohrman 10/2/12 10:14 PM

Comment [2]: Every person you are requesting a letter/form from should receive an individual e-mail.

Rebecca Dohrman 10/2/12 10:10 PM

Comment [3]: Be very specific

Rebecca Dohrman 10/2/12 10:12 PM

Comment [4]: Give a one line statement explaining the scholarship in case the professor has not heard about it.

Rebecca Dohrman 10/2/12 10:12 PM

Comment [5]: Attach important documents such as these to give the professor a good sense of you and your application overall.

Rebecca Dohrman 10/2/12 10:13 PM

Comment [6]: Be sure to keep the tone of "asking" not "requiring"

Rebecca Dohrman 10/2/12 10:13 PM

Comment [7]: Explain what the commission wants in recommenders and why you have chosen this person.

Rebecca Dohrman 10/2/12 10:15 PM

Comment [8]: Explain what they need to do if they agree to serve. Check your fellowship website to be sure you are correct.

Rebecca Dohrman 10/2/12 10:14 PM

Comment [9]: Thank them for considering this favor.

Rebecca Dohrman 10/2/12 10:14 PM

Comment [10]: Use formal closing to make sure you are presenting yourself professionally.