

Requesting Letters of Reference

Are you planning to request a letter of reference from a faculty member? Here are some tips to help you begin the process.

- Review the [CPH career services page](#) to start the resume writing process. This page contains tips and resume examples to help you as you create or update your resume.
- Begin writing your statement of intent. You can use this [resource](#) as a guide for what to include in the statement.
- Once you finish your statement of intent, have Amy Soter and the Writing Center at Ohio State review it and provide feedback. The Writing Center is hosting online drop-ins and appointments. You can schedule an appointment with the Writing Center [here](#).

Before asking a faculty member to write a letter of recommendation, please review this [helpful resource](#). This resource will provide you with thoughtful guidance during the process, including a timeline and what information you should have ready when you approach a faculty member.

