

Letters of Recommendation
Department of History

Dear History Majors:

During the course of your undergraduate studies, you may well need letters of recommendation for various purposes, such as applications for internships, graduate program, law schools, and perhaps even jobs. The faculty and staff of Gettysburg College are of course ready to help you with these applications by providing such letters. Your attention to a few matters will help make sure the application and recommendation process goes well. In particular, please:

1. Approach members of the faculty and staff early in the process to request a letter of recommendation. Making applications to graduate programs, etc. is something you want to discuss with your faculty in any case. In general, please ask for letters of recommendation at least **two to three weeks** in advance of their due date.
2. When requesting a letter of recommendation, please make sure to supply important information: ***purpose of application and recommendation; due date; institution or person to whom the letter should be addressed; is the recommendation to be filed electronically or by mail; and address-street or electronic.***
3. When you request a letter of recommendation, please supply an up-to-date ***resume*** of yourself and the ***statement(s) or essay(s)*** that you are sending as part of the application.
4. If you are making multiple applications to various programs or institutions, please try ***to file all of your materials to these programs as soon as possible.*** In general, it is easier for faculty to send off multiple letters on your behalf in a relatively short period of time than to keep track of sending off several letters over an extended period.