

## THEATRE DEPARTMENT POLICY REGARDING LETTERS OF RECOMMENDATION

If you feel that a faculty or staff member is familiar with your work *at or near its best*, he or she will usually be happy to write a letter of recommendation or serve as a reference. Please realize that this is an important matter and takes a great deal of time to do correctly. Consequently, we have established the following procedures.

1. Submit the request for a letter and the materials described below at least two weeks in advance of when the letter(s) will be picked-up by you or put in the mail.
2. Include a brief letter detailing your plans. Why do you want us to write the letter? This should also include your name, major, minor, year of graduation, and special distinctions not on your resume as well – honors student, for example. Additional information about particular projects or work you did with us inside or outside of class is also helpful.
3. Include a complete and thoroughly prepared, typed resume of your experience. If we only know you from working with you in a production, we'll also need information about your academic performance. This should include approximate g.p.a. and g.p.a. in your major.
4. Include an addressed, UPS Theatre Arts envelope available in the office; if you don't have access to one, a regular envelope will do. The University will pay for postage, so there's no need to supply a stamp. Or send us the URL for the online letter of application.
5. Be certain all forms required by an employer or graduate school are completely filled out first. Be certain to sign any applications in all appropriate places. Be aware that it is your legal right to waive or keep your right to see all letters of recommendation.
6. If you decide not to apply, if you change your mind for whatever reason, let us know! There are few things so irritating as writing a letter and then finding out that you no longer require it.

Consolidate all these materials, put them into a folder or large envelope with your name on the outside, and deliver (or mail) it in one fell swoop to the faculty or staff member. We won't accept a piece of this or a part of that. Ideally, if you are requesting multiple recommendations in one semester, we'll receive all of the material for all of the recommendations at one time. Once we have all your materials, we'll begin.

Finally, please let us know if you get the internship or job or role or gig.