Summer Opportunities Workshop

November 6, 2015
3:00 pm – 5:00 pm

Co-hosted by:
Texas Institute for Discovery Education in Science (TIDES)
Science Undergraduate Research Group (SURGe)

Presenters:
Lynda Gonzales (TIDES)
Eman Ghanem (FRI)
Melanie Hooper (Career Services)
Today’s agenda

• Finding an opportunity that’s right for you
• Student testimonials
• Creating a resume
• Student scenarios: What could be improved?
• Writing the personal statement
• What happens after you submit your application?
• Q&A
Are all these recommendation letters from your mother?
Asking in an Email

Hey Dr.-----:

My name is ------. I was in your CH 301 class 2 years ago. You might remember me. I would like to ask for a recommendation letter for my application to a summer research position.

Thank you
Student A
Dear Dr.-----

I hope this email finds you well. My name is ---. I was in your CH 301 class two years ago. I am writing to ask if you would write a letter of recommendation on my behalf. I am applying for.....

During the past couple of years, I have been....

For your convenience and more information, I have attached my resume. I will be glad to meet with you in person to discuss the letter and the opportunities I am considering.

Sincerely,
Student B
Asking for a Recommendation Letter: Take Home Message

✓ Ask the right person, personally
✓ Ask before you list them as a reference!
✓ Ask for *positive* recommendation
✓ Waive your right to read the letter
✓ Provide necessary materials
✓ Allow enough time
✓ Send a thank you note