



# HOW TO BOOST YOUR APPLICATIONS

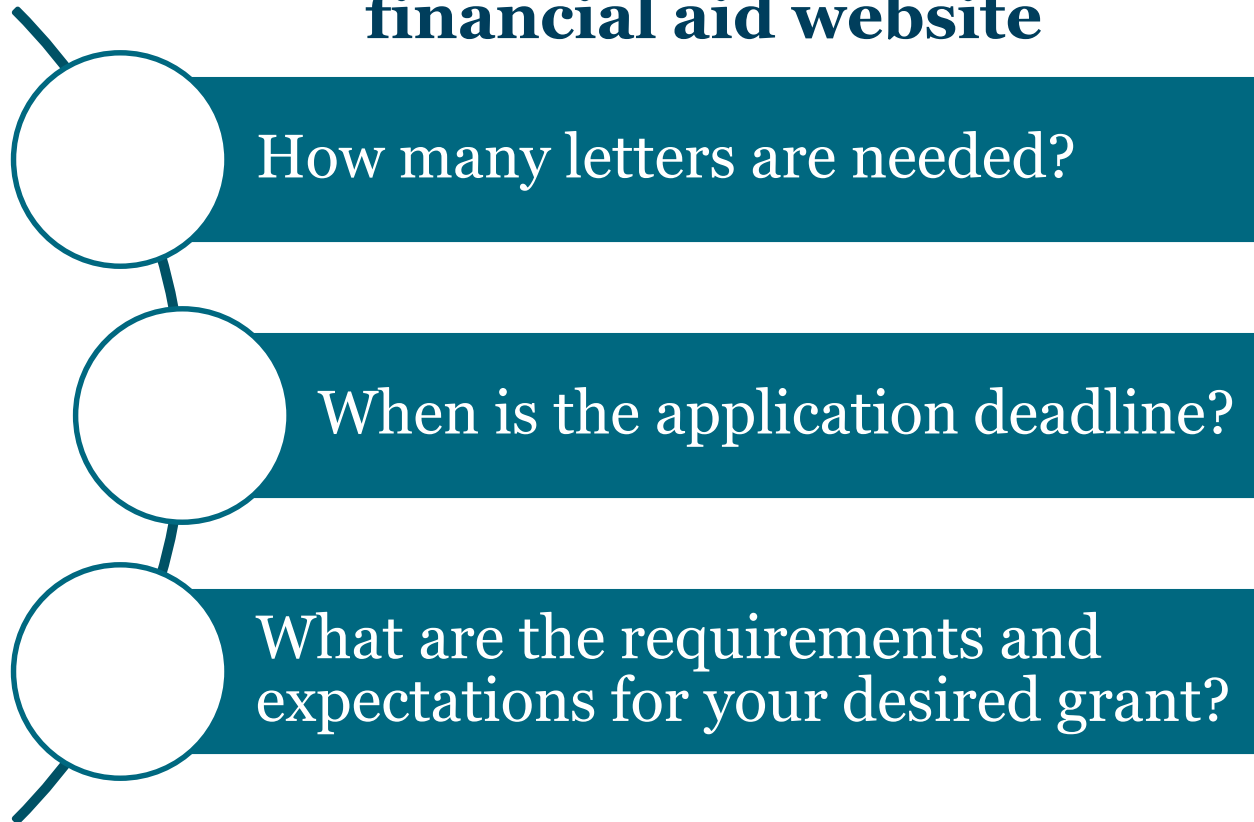
Requesting letters of recommendation

# BEFORE REQUESTING A LETTER OF RECOMMENDATION

**What is it used for?** *The letter of recommendation gives the reader more information on your academic level (acquired skills and potential), your personality (leader, cheerful, etc.) and your level of commitment (diligent attendance, enthusiastic participation in class).*



## Check on the financial aid website



# WHAT IS INCLUDED IN A LETTER OF RECOMMENDATION?

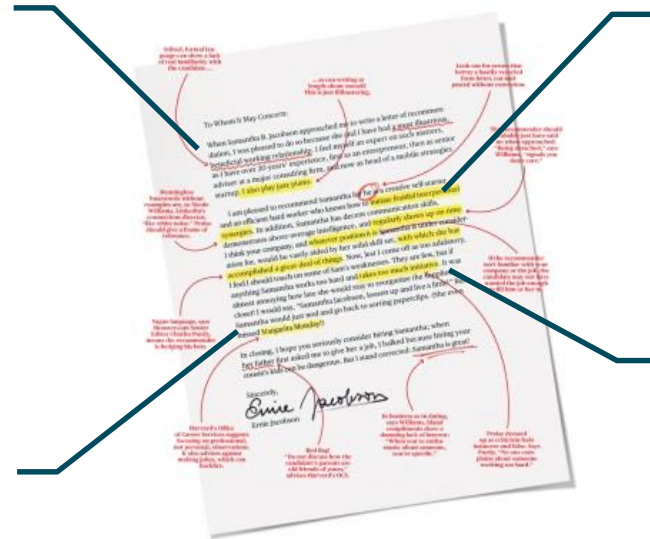


The referee explains how they know you.

They specify the knowledge, notions, concepts and techniques that you master.

They highlight the results of your work using concrete examples.

They analyze the skills and personal qualities you have developed.



# WHO CAN REFER ME?



- Someone **who knows you** and who can talk about you
- A professor who taught you **this year or last year in a subject related to your future studies**
- Someone who supervised you during an **internship or group project**



- Avoid asking a language teacher or a teacher you haven't seen for over 2 years
- If you have to submit several letters, the content must be varied!

# HOW DO I CHOOSE THE RIGHT REFEREE?



Ask yourself the following questions:



Regarding the **requirements/profiles expected by the university/institution offering the grant**, which subject is the most relevant? Would it be better for a teacher to refer me, or should I ask an internship supervisor?



In which subject did I obtain the **best results**?



Who can talk about my **personal skills**, such as teamwork, leadership and initiative?



Who would be able to **provide the most information about me** and highlight my concrete results (grades, ranking, projects etc.)?

# HOW DO I GET A GOOD-QUALITY LETTER OF RECOMMENDATION?



**Meet with the potential referee**



**Bring a “portfolio”:**

- Information on the financial aid you are applying for and the organization concerned
- Your grade transcripts
- A detailed résumé
- Your application letter for the financial aid



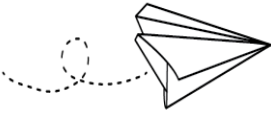
**Explain to the referee why you have chosen them to write this letter**

# HOW DO I GET A GOOD-QUALITY LETTER OF RECOMMENDATION?



*Thank  
you*

**Once they have agreed, thank them!**



**In an email, tell them about:**

- The conditions for submitting the application (by email, sealed envelope, direct or indirect sending etc.)
- The expected format: form/questionnaire to fill out, letter etc.
- The deadline: leave a reasonable margin for yourself and sufficient time for the recommender



**Don't forget to keep them informed of the results!**