

Due: before 22nd of Oct (ie latest Oct 21st, 23:59)

Turn in: Upload your assignment to

https://drive.google.com/drive/folders/1CndvCwW4HqdHM_fioW5MQ7GXobydq9Rg?usp=sharing

Name your file: **LASTNAME_Firstname-A4-Recommendation.pdf**

Part 1: Ask for a letter of recommendation

First, specify:

Who will write the letter? (Name, position, how they know you)

Reason for the letter (job? Ph.D. grant? award?)

Then, write the email:

To: <name>

Subject: Letter of recommendation for < your name for what position>

Dear <name>:

Who are you?

How do they know you?

Why are you qualified?

What is the letter for?

When is it due?

What is the process?

Part II: <optional> Write a draft letter for them to edit