



# LETTERS OF REC CHECKLIST

 **STATEMENT OF  
PURPOSE**

---

 **CV/RESUME**

---

 **PROGRAMS AND  
PROFESSORS**

---

 **PROGRAM  
DEADLINES**

---

## TRACKING YOUR LETTERS

- Track your letter statuses online if possible
- Follow-up via email if there is less than a week until the deadline
- Contact the program if your professor will submit the letter late
- Write your professors thank you notes when they have submitted all their recommendations