

Guidelines for Requesting a Letter of Recommendation

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I am honored to support your academic and professional journey. To write you the strongest letter possible, I ask that you follow the steps below. These guidelines help me tailor each letter thoughtfully and ensure it reflects your work and potential in the most compelling way.

What I Need From You

1. **Request at least two weeks before the deadline.** I receive many requests and need adequate time to write a thorough, individualized letter. Requests received with less than two weeks' notice may not be accommodated.
2. **Submit a brief statement explaining why I am an appropriate recommender.** Please describe the nature of our professional relationship and why my perspective specifically would strengthen your application (e.g., coursework, research collaboration, mentorship, committee service).
3. **Provide your full application materials.** Include all of the following in a single email:
 - Current CV or résumé
 - Personal statement or draft statement of purpose (if applicable)
 - Description of the opportunity (fellowship, program, position, etc.)
 - Submission deadline and any specific instructions for recommenders
 - Any specific themes or accomplishments you would like me to highlight



Timeline at a Glance

Minimum 2 weeks before deadline: Send your request + all materials in one email

1–2 days after request: I will confirm whether I can accommodate your request

1 week before deadline: Send a gentle reminder if you have not received confirmation of submission

A Note on Strong Letters

The strongest letters come from recommenders who know your work well. If we have not had substantial interaction through coursework, research, or mentorship, I encourage you to prioritize recommenders who can speak directly to your scholarly contributions and potential. I am always happy to discuss who might be best positioned to advocate for you.

Questions? Reach me at ayharo@hs.uci.edu • Department of Health, Society, and Behavior, UC Irvine Joe C. Wen School of Population and Public Health