

## REFERENCE AND LETTER OF RECOMMENDATION POLICY

Part of my work (and joy) as an instructor and mentor is to support students in their pursuit of opportunities relevant to their interests. It is an honor to be asked to write letters of recommendation or to serve as a reference for those opportunities. I believe that it is best to seek out references and letters of recommendation from people who know you well and, if possible, in multiple roles and responsibilities, and people who can speak in a detailed and knowledgeable way about your strengths, interests, goals, and relevant experience. If I do not think I would be able to write you a strong recommendation letter, I will respectfully let you know.

### Advance Notice

If I have not yet written you a letter of recommendation or served as a reference for you, you must reach out to me at least two weeks (and preferably at least one month) in advance to initiate the request. This ensures that I have ample time to consider the request and, if I am able to write a letter for you, to write one that is thoughtful and submitted on time.

### Necessary Materials and Information

Your request for a reference or letter of recommendation must be sent to me in a respectful email with the following material and pieces of information:

1. A **brief summary about yourself** describing your interest in the opportunity or position and why you believe that you are a good candidate for that opportunity and position. This summary should also include information about why you believe that I am an appropriate person to comment on your preparation and fit for the opportunity or position. It will be helpful to mention what classes you have taken with me and/or any activities or research you have conducted with me and things you found interesting about those classes and activities.
2. **Details about the opportunity or position and the application process.** This information should include the official title and organization of the position that you are applying for, who the reference letter should be sent to, where the reference letter should be sent, in what format (e.g. email, hard copy mailed somewhere, etc.), and by what date.
3. If possible, an **updated curriculum vitae (CV) or resume.** If you do not know how to create a CV or resume, please refer to this UMass resource: <https://www.umass.edu/careers/jobsearch/resumes>

If you would like me to serve as a reference for you or write you a letter of recommendation, you are required to schedule a time to meet with me to discuss the position or opportunity for which you would like me to serve as a reference and your interest in that position. Please contact me to schedule a date and time for this conversation.

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