LETTERS OF REC OUTLINE
Set your recommenders up for success with these conversation starters

You can't control what your recommender writes about you (nor should you!) but you can provide input into the specific examples, stories, experiences, or skills that you'd like them to highlight.

The most effective recommendations come from people who know you well, and can speak to your growth over a period of time or through a project. Identify recommenders who can share detailed examples and measurable impact.

To help organize your first meeting with a potential recommender, you may consider jotting down answers to the below questions. This will help guide the conversation and make it easier for your recommender to assemble a compelling recommendation in a timely fashion.

DISCUSSION POINTS

1. Why do I want my MBA? What am I missing in my professional career at this point that makes me consider an MBA seriously? Why now and not a year or two from now?

2. What do I want to do with my MBA? How do I want to advance or change my career? How will my MBA help me do that? What specific skills or experiences do I want to get out of the MBA that I can't get now?

3. Why Berkeley Haas? Are there programs that suit me at Berkeley Haas? What are those programs? How am I a culture fit? Where do I hope to be after the MBA, in terms of location and/or company?

4. How have I demonstrated leadership in this job, whether that is leading a person, a team, a project, or even a difficult thought process?

5. What are my key achievements or major areas of impact at this job? (Specific examples)

6. What are the areas of growth that I've worked on at this job? (Specific examples)

7. Would I consider returning to this job? Is that a possibility? If so, in what capacity and how would I like it to be different?