Reference letter tracker

Track every reference or recommendation you need: who you asked, what you sent them, the deadline and whether it arrived.

NAME _____ DATE _____

Referee	For (school, program, award)	Asked on	Materials sent	Deadline	Received	Thanked
					☐	☐
					☐	☐
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GOOD HABITS

- ☐ Ask at least three to four weeks before the deadline
- ☐ Send your resume, the program description and the submission link
- ☐ Send a polite reminder a week before the deadline
- ☐ Tell them the outcome and thank them