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**PROSPECTIVE STUDENT GUIDE FOR RECOMMENDATION LETTER AND EVALUATION FORMS**

**For application to Master of Science in Athletic Training**

The Master of Science in Athletic Training requires that you submit **three recommendation letters and evaluation forms** with your graduate application in the Middle Tennessee State University Graduate Studies application portal. These recommendations provide the graduate school with a more subjective view of your knowledge, skills, and abilities. To increase your opportunity for admission, please choose those evaluators that know you well and can attest to your abilities and character. Recommendations are a crucial part of the application process. Beyond test scores and grades, recommendations help us to make connections with who you are and why you would be a good fit for the program. The strength of the recommendations may often enhance an otherwise average application.

**Whom should you ask to write your letters?**

It is important to review who you might consider asking to speak on your behalf. You should consider requesting a letter from a person who you have a positive relationship. You should have worked directly with the individual for a meaningful amount of time. The individual should be able to speak to your strengths and how these strengths will serve you well in the graduate program. Try to select individuals who know you in a context that is appropriate to the athletic training program to which you are applying.

* Professors/Instructors and Research Advisors
* Internship Coordinators/Supervisors (Particularly someone who is certified and credentialed as an athletic trainer)
* Mentors and Service/Volunteer Managers

**When should you ask for the letters?**

Evaluators are very busy people, so be sure to ask at least ONE MONTH in advance for any letters you might need. And, if possible, ask even earlier.

**What should you provide for your evaluators?**

Evaluators can write stronger letters for you if they have a clear understanding of what your goals are for graduate study and your ultimate career. Be prepared to share information with these individuals to enhance their ability to write your recommendations. Give your writers a well-organize, thorough packet of materials that includes the following:

* Supply the evaluator with a Word document copy of the ‘Recommendation Letter and Evaluation Form” for the Master of Science in Athletic Training. The document can be found on the Graduate Athletic Training website under the Resources Tab.
* Assist the evaluator in writing a good recommendation letter by providing information that will assist them in developing the letter:
	+ Copy of your resume.
	+ An unofficial copy of your current academic transcript showing the courses you have taken and the level at which you performed.
	+ A statement of purpose, essay, or justification for why you want to be in the program.
	+ A cover letter listing the following:
		- Your contact information;
		- Your career aspirations and what you are applying for;
		- Specifically, how you know each other (internship, employer, professor/instructor) and what you did with this person;
		- The deadline for each letter you need and how it should be sent;
		- Any information you would like emphasized in the letter (awards, honors, research, major goals, or accomplishments).
* Follow-up with the evaluator to ensure letters are written and submitted on time and that they are the best reflection of you. Be polite and respectful in your reminders.
* Share your Gratitude:
	+ A thank you note after the evaluator has completed the recommendation.
	+ A note letting them know if you were accepted into the program and thanking them for their role in your success.

Please make sure the evaluator **sends you a PDF copy** of the “Recommendation Letter and Evaluation For” **via email** for you to submit in the Graduate Studies application portal.