References vs. Letters of Recommendation

WHAT ARE THEY?

**References**
- Document with names and contact information of professional connections
- Speak to your skills, strengths, and work habits
- Required for many job applications

**Letters of Recommendation**
- Formal letters written by professional connections
- Speak to your qualifications for a specific opportunity
- Typically reserved for fellowships, scholarships, grad school applications, and selective employers.

WHAT'S THE DIFFERENCE?

**References**
- General assessment of qualifications and impressions
- Interactive Q&A between reference and recruiter.
- Cover general characteristics including: work ethic, leadership potential, collaboration
- Requested 1-2 weeks before application submission

**Letters of Recommendation**
- Detailed assessment of qualifications and impressions
- Specific to the opportunity
- Cover specific qualifications and accomplishments
- Should be requested 4-6 weeks before submission deadline

ADDITIONAL RESOURCES
Considerations for References