



# MANIPAL UNIVERSITY JAIPUR

**Dehmi Kalan, Near GVK Toll Plaza, Jaipur, Rajasthan, 303007**

## **Letter Of Recommendation**

In the first paragraph itself, the recommender should introduce himself by stating his designation and workplace (company/ college/ institution, city). The next lines of the introduction should contain the details of where and how did the recommender come in contact with the aspirant. It should also be clearly mentioned for how long the recommender has been acquainted with the student, be it in year or months. The significant point to be noted here is that the recommender should be at a senior level so that he can rightly judge the student's work and behaviour. Therefore, the recommender can be a professor/faculty, direct supervisor, Principal of a school, Dean of the college, manager, vice-president, deputy manager, and so on. No colleague, friends, or family member issue a LOR.

Body of the LOR stating qualities with instances

The rest of the LOR will be divided into three body paragraphs which should contain at least three distinct qualities or attributes of the student. Ideally, any university asks for three separate LORs from your college/ firms. Therefore, you need to make sure that all the three LORs have three distinct qualities mentioned in them. No attributes can be repeated, however, you can include an instance twice and highlight different skills/ qualities in it. For instance, if you are mentioning the instance of a group project. Then in this case, one recommender can elaborate on your research skills regarding the project and another recommender can highlight your teamwork skills or leadership skills if you lead the project. Hence, each LOR should have three different attributes mentioned and highlighted through an instance that can act as a proof.

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