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| HARVARD_VRT | **HARVARD UNIVERSITY**  **DEPARTMENT OF PHYSICS** | 17 Oxford Street  Cambridge, MA 02138  Phone: 617-495-3734  Email: [jhoffman@physics.harvard.edu](mailto:jhoffman@physics.harvard.edu)  Web: <http://hoffman.physics.harvard.edu/> |

Re: **Student**, recommendation for **Program**

Date

To Whom it May Concern:

I am writing in support of Student’s application for the Program. Summary sentence about the student’s most important qualifications for the program.

I have known student since X, through a class or research…

1. Class letter: paragraph description of the course name, key content, assignments, challenges, and student composition of the class. Include the grade earned.
2. Research letter: paragraph description of the big-picture research goals of the lab, and the specific goals of the student project. For example: Our research combines molecular beam epitaxy (MBE) and scanning tunneling microscopy (STM) of quantum materials. Student’s project is … It is essential to the lab’s main goal of achieving …

Paragraph(s) about student’s positive characteristics & accomplishment(s) to support each characteristic. Please include specific details of each accomplishment! **Adjectives without concrete examples aren’t helpful.** A typical strong recommendation letter is ~2 pages long. When it doubt, include more detail (it can easily be cut later if it’s too long).

Paragraph about student’s long-term goals and likelihood for success.

Short summary paragraph re-lists the key characteristics. One-sentence final statement that the student would be a good match for the program.

Sincerely,

Jennifer Hoffman

Professor of Physics & Applied Physics

Harvard University