**Top 10 List for Effective Letters**

1. Authentic: based on adequate 1sthand knowledge of the candidate’s skills

2. Honest: accurate; avoid exaggeration or hyperbole

1. Explicit: highlight what you can to be helpful
2. Provide specific examples to support praise

5. Confidential: avoid unnecessary disclosure

6. Of appropriate detail and length: content relevant to the institutional or individual requests

1. Technically clear: avoid unnecessary jargon

8. Use the right code words

9. Personalized: Remember to tailor comments for the applicant

10. PROOFREAD, PROOFREAD, PROOFREAD!!

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1. Relationship to the applicant clearly stated

2. Taught him/her in class

3. S/he worked in my lab

4. Your letter is most effective if you know the candidate well ***in the context in which you are recommending him or*** ***her***

5. Do not make statements or give assessments that are outside of your personal interaction and experience with the candidate

􀂅 Don’t include information that will be found elsewhere in the application

􀂅 Be consistent and accurate

* Constructive criticism NOT required/expected

1. No specific examples
   1. Undersells the candidate *“When asked clinical questions she typically knew the answers. Her skills seemed appropriate or advanced for her level.”*
   2. *“ She has very good interpersonal skills and her professionalism is solid.”*

As Mr. Lee’s supervisor for two years, it is my pleasure to write this letter of recommendation requesting that he be accepted into your graduate program.

Mr. Lee and I work for Dieppxy Bioengineering Company in [City], [COUNTRY]’s capital. In the company, Mr. Lee has always been an inspiring source of help and support for others and me. Conscientious and diligent, he has contributed more than his share to this company’s productive and highly valued research.

After joining our company, he was accepted into a very strict training program within the company. In the process he mastered several of the latest techniques including NMR and displayed an impressive capability in

grasping specialized knowledge. He applied professional principles to the