**Use Impact Words**

Efficient, Dedicated, Intelligent

Highly organized, Committed

Effective, Motivated

Confident, Empathic, Team Player

Self-assured, Humanistic, Collaborative

Mature, Sincere

Articulate, Leader, Enthusiastic

Observant, Integrity, Initiative

Self-directed

**Rank words**

Outstanding

Excellent

V.Good

Solid

Appropriate for level of training

Recoomend

Wholeheartedly

Enthusiastically

With confidence

With comfort

Your Expertise and Observations are Important to Us

􀂅 “John is one of the most capable chemistry students I have known in 20 years of teaching the subject”

􀂅 “John’s determination, integrity and humility set him apart from his classmates”

􀂅 “While he is clearly not a mathematician, John worked hard to master the material, and when he had done so, he saw to it that those around him learned it as well. Our class was better because he was in it.”

A Common Occurrence

“It is a real pleasure to recommend Daniel as a candidate for admission to your dental school. He was one of the top students in my organic chemistry course.”

(Later in the same letter)

“I know that William will be an excellent physician and I recommend him highly.”

(The applicant’s name was Steven)

Candor is Important

􀂅 “Feel free to call me” is code for “I would like to talk to you about this recommendation”

*“He readily accepts and incorporates feedback regarding his need to work on….”*

**PARA 1:**

1. Who are you?
2. How do you know the trainee?
3. In what capacity did you work together?
4. Did the trainee waive right to read letter?
5. *It is with utmost enthusiasm(It is with great pleasure) that I write this letter of recommendation* *on behalf of Ima Star. I have been a rheumatologist for* *15 years and fellowship director for 5. I have worked with* *Ima during her two week Rheumatology elective during* *her fourth year of medical school. During this elective,* *Ima independently evaluated and presented two new* *consults daily in addition to two follow-up presentations.* *As such, I feel as though I am able to accurately comment* *on her capabilities. Ima has waived her right to view this* *letter.*

To Whom It May Concern:

It is a true pleasure for me to write this LOR for Satish B S, who was my student in ‘Entreprenuership & Mangement’, I the winter term of 2006. Satish is, without question, one of the two most outstanding students I have taught at Big State University in 6 semesters of teaching.

**Paragraph 2**

* 1. Describe skills-
  2. Domain knowledge
  3. Professional attributes
  4. Technical skills
  5. Research skills
  6. Focus on performance relevant to your experience with the candidate
  7. Focus on skills relevant to the position sought

Satish is a careful & creative thinker with an eye for details and a devotion to logic, which serves him well both in the sciences & outside them.

He has the terrific ability to draw on his own experience & observations to develop thoughtful opinions on a variety of issues.

Intellectual curiosity

//Satish is invaluable in small-group interactions with his peers. Consolidation of vast amounts on information into coherent set of ideas.

**Paragraph 3**

1. Interpersonal skills
2. Professionalism
3. Character
4. Work ethic
5. Sense of responsibility
6. Communication skills
7. Personality
8. Fit between role and environment

One of the best examples I can cite that will illustrate what typifies this young man/woman

occurred last year when s/he was working with the student council to assist with a local blood

drive. The activity became a passion and his/her efforts and ingenuity were directly responsible

for signing up over 300 student volunteers to either give blood or recruit their parents and others.

It was one of the most successful drives of the year.

**Paragraph 4**

1. Bottom line recommendation
2. Overall fit for the position/institution/program
3. Offer for contact
4. *Compared to the other students I have worked* *with in my 15 years as an attending on the* *consult service, Ima is outstanding (top 10%). I* *wholeheartedly recommend her to your*

*residency program without any reservations.* *Please do not hesitate to contact me if you*

*desire additional information.*

I wholeheartedly recommend Satish as a prospective masters student. In fact I can think of few students whom I would recommend as highly. Please contact me if there is anything else I can do on his behalf.

Sincerely,

**Conclusion/closing**

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