

JOHN SMITH, PHD

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May 31, 2014

Jane Doe, PhD (*address letter to a specific person whenever possible*)

Director of Major Center

Important Institute of Science

263 East 263rd Street

New York, NY 00000

Dear Dr. Smith:

Explain the relationship between yourself and the candidate as well as why the letter is being written. Describe the type of experience, length, and time period during which you interacted with the candidate.

The body of the letter of recommendation should provide specific information about the candidate:

- Give specific examples of accomplishments (scientific, teaching, volunteer and other activities).
- Describe personal characteristics including poise, confidence, dependability, patience, and creativity.

Closing paragraph: Summarize your previous thoughts. Comment on the candidate's impact. Offer to provide more information upon request.

NOTE: The recommendation letter should be written in language that is straightforward and to the point. Avoid using jargon or language that is too general or effusive.

Sincerely,

John Smith