

ESSENTIAL ELEMENTS FOR LETTERS OF RECOMMENDATION

Purpose:

To verify the candidate's credentials and background that would support his/her application as an HLA laboratory Director trainee. The letter of recommendation should highlight the candidate's scientific knowledge, technical expertise, management skills and aptitude, and whether he/she has the necessary background to successfully complete an approved HLA laboratory Director training program.

Who should write the letter:

Letters of recommendation should be written by the candidate's current immediate supervisor, if applicable, and/or other individuals who have worked closely with the applicant and can assess aptitude for becoming an HLA laboratory Director.

What should the letter contain:

1. How long have you known the candidate? In what capacity?
2. Comment on the candidate past experience and plans to meet the accreditation standards of four years of post-doctoral experience with at least two years of full-time experience in clinical histocompatibility testing for the purpose of providing care to patients.
3. Specific examples that illustrate the candidate's scientific knowledge, technical expertise, management skills and aptitude relevant to successfully completing an HLA laboratory Director training program
4. Specific examples from the candidate's experience that illustrate his/her leadership skills
5. Specific strengths that would make this candidate a good HLA Laboratory Director trainee and would predict successful completion of the program.
6. Specific areas of improvements or limitations in the candidate's competency.
7. Can you comment on the candidate's reliability and accountability?
8. Any issues that you are aware of that the candidate would need to overcome (such as time commitment to other clinical and/or research activities, communications issues, etc.)
9. Your overall assessment and recommendation
10. Actual signature of the letter's author