

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 mentor as well as why the letter is being written. Describe the type of experience, length, and time period during which you interacted with the mentor.

The body of the letter should provide specific information and examples about the candidate's performance as a mentor. Topics may include:

- Support of Intellectual growth and development (encourages imagination and creativity).
- Research (serves as role model; facilitates hypothesis design; gives constructive feedback and advice).
- Career Development (provides counseling and/or guidance; facilitates network expansion).
- Academic Guidance (provides academic guidance towards your career goal).
- Skill Development (supports communication, leadership and management development).
- Personal Communication (listens carefully; takes into account diversity aspects; demonstrates respect; provides timely feedback).

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