

DATE

Dear Selection Committee,

It is with great pleasure that I submit a letter of recommendation for my former student _____. I've had the opportunity to work with _____ for over ____ years and hope to present an honest and compelling review to assist in your committee's decision. I'm confident _____ has the preparation and motivation to be successful at _____ and will be a valued asset to _____.

I first met _____ in the _____ when _____. _____ is now in her/him/them _____ semester with my lab. _____ was also a student in my _____ course in the _____ so I have seen her/him/them grow as a student in my course and as an undergraduate research assistant.

_____'s Strengths as a Student: Remember that you are writing this letter about *YOURSELF* from *MY* perspective. Reflect back upon your time in my course(s) and ask yourself the following: Did you ask astute questions in class? Did you actively participate in discussions? Did you make use of office hours? What ways did you find to leave a lasting, positive impression?

- Please make all of these bullets full sentences. _____
- _____
- _____

_____'s Interpersonal Assets: Again, reflect back. How did you interact with other students, faculty, and staff – in the classroom, in my research, at department activities?

- _____
- _____
- _____

_____'s Activities and Experiences of Note: What are some experiences, projects, activities that I can highlight and are pertinent to this letter of recommendation.

- _____
- _____
- _____

_____'s Areas of Further Development: When identifying an area for further development, reflect back on your own growth as a student, professional, personally. What have you been working on – public speaking, participating more in group situations, delegating, time management? You can discuss how you knew you needed to work on it and what steps you have taken – to be more comfortable public speaking, being lead on a project, prioritizing more for better time management, etc..

- _____

In conclusion, I have highlighted some of _____ key attributes to assist during the selection process. If I can provide any further detail, please don't hesitate to call me at _____. In advance, thank you for the careful review and consideration of _____'s application. I predict _____ will be a welcomed addition to your _____.

Kind regards,
Amazing Professor, Ph.D.
Title | Program