

Sample Template 1:

Date

RE: student/resident name

Dear ... (Direct this to the appropriate person or group, eg Scholarship Committee)

1st paragraph – summarize your position and how you know the person for whom the letter is being written

2nd paragraph – may use this paragraph to go into more detail about a project you worked on with this person or other meaningful interactions you have had

3rd paragraph – consider highlighting some of this person’s significant accomplishments – research, leadership, etc

4th paragraph – summarize why this person’s strengths and why he/she is deserving of the award or position, being invited to interview, being offered a job, etc

Sincerely or Kind Regards,

Your name

Academic title (if appropriate)

Institutional or practice affiliation

Sample Template 2:

Date

RE: student/resident name and identifying numbers

Dear ... (Direct this to the appropriate person or group, eg Residency Director, Scholarship Committee)

Paragraph 1: “[Applicant] has asked me to write a letter in support of her application for [position]. It is my [pleasure, extreme pleasure, privilege, other key word that you can look back on.]”. Introduce yourself -your role and for how long and in what capacity you have known the applicant.

Paragraph 2: Academic discussion of the applicant. Highlight achievements and mention some that might not be in CV.

Paragraph 3: Leadership and service qualities or activities of the applicant.

Paragraph 4: Clinical and technical behavior and skills. Can discuss surgical skill, how the applicant performed on the rotation or in their practice.

Paragraph 5: Personal qualities: How does the applicant interact? How well do they fit in with your program or practice? What do others (residents, staff) say about the applicant?

Paragraph 6: Summary paragraph. Opportunity to use your own keywords to stratify or rank the applicant. Words like “outstanding, excellent, etc” are overused but are still useful. You can create your own words and internal ranking system. Words like “exemplary,” “extraordinary,” “solid,” “extremely strong,” are some options.

“Please contact me by email or phone at XXXXXXXX if you wish to discuss this candidate further.”

Closing,

Your name and title