LETTER OF RECOMMENDATION

Every student interested in participating in a Health Science internship is required to provide one letter of recommendation. The letter of recommendation is due on _____. Below are some guidelines and examples of what we are looking for.

Question: What is a recommendation letter?

Answer: A recommendation letter is a written reference designed to offer information about your character and work ethic. Some colleges and most graduate schools require at least one recommendation letter during the admissions process. A recommendation letter is also helpful in the working world and may help you to net the job of your dreams.

Question: What should be included in a recommendation letter?

Answer: There are three things that should be included in every recommendation letter:

- A paragraph or sentence explaining how you know the person you are writing about and the nature of your relationship with them.
- An honest evaluation of the person's skills and accomplishments. Try to include specific examples.
- A statement or summary that explains why you would recommend the person you are writing about.

Letter of Recommendation Template

Salutation
If you are writing a personal recommendation letter, include a salutation (Dear Dr. Smothers, Dear Ms. Miller, etc.). If you are writing a general letter, say "To Whom it May Concern" or simply don't include a salutation.

Paragraph 1
The first paragraph of the recommendation letter explains your connection to the person you are recommending, including how you know them, and why you are qualified to write a recommendation letter to recommend employment or graduate school.

Paragraph 2
The second paragraph of the recommendation letter contains specific information on the person you are writing about, including why they are qualified, what they can contribute, and why you are providing a reference letter. If necessary, use more than one paragraph to provide details.

Paragraph 3
When writing a specific letter referring a candidate for a particular job opening, the recommendation letter will include information on how the person's skills match the position they are applying for. Ask for a copy of the job posting and a copy of the person's resume so you can target your recommendation letter accordingly.

Summary
This section of the recommendation letter contains a brief summary of why are you are recommending the person. State that you "highly recommend" the person or you "recommend without reservation" or something similar.

Conclusion
The concluding paragraph of the recommendation letter contains an offer to provide more information. Include a phone number within the paragraph, include the phone number and email address in the return address section of your letter, or in your signature.

How To Ask For a Letter of Recommendation

Don't ask "Could you write a letter of reference for me?" Just about anyone can write a letter. The problem can be what they are going to write about. Rather, ask "Do you feel you know my work well enough to write me a good recommendation letter?" or "Do you feel you could give me a good reference?" That way, your reference writer has an easy out if they are not comfortable writing a letter and you can be assured that those who say "yes" will be enthusiastic about your performance and will write a positive letter. Offer to provide an updated copy of your resume and information on your skills and experiences so the reference writer has current information to work with.