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If you're looking to write a compelling recommendation letter, I've got you covered. Here is a quick summary of how to write a recommendation letter: Write a recommendation letter by introducing yourself, outlining your relationship with the candidate, and highlighting their relevant skills and achievements. Use concrete anecdotes to back up claims and align the letter with the opportunity. Close by offering support and providing contact details. Over the years, I've written countless letters for students, colleagues, and friends. Whether you're writing your first recommendation or your hundredth, this guide will provide practical advice and helpful examples. (This post may have affiliate links. Please see my full disclosure) made this image with AI How to Write a Letter of Recommendation A recommendation letter is a document that attests to someone's abilities, skills, and character. It's written by someone who knows the candidate well a teacher, employer, or colleague. The goal is to provide the recipient (like an admissions officer or hiring manager) with an authentic perspective on the candidate's strengths. A strong recommendation letter highlights the applicant's standout qualities. It offers specific examples to back up general statements, helping readers picture how the candidate can excel in the role or environment. Salutation: Begin with a polite greeting, usually addressing the recipient directly (e.g., Dear [Recipients Name]). Introduction: Explain your relationship with the candidate and why you're qualified to write the letter. Body: Describe the candidate's strengths, with concrete examples that show how they've excelled. Closing: Offer a summary and your overall endorsement of the candidate, with an invitation to contact you for more information. Signature: Sign the letter with your name and title. Academic Recommendation Letters: Written by teachers or professors to support students applying for college, graduate school, or scholarships. Professional Recommendation Letters: Written by colleagues or supervisors to support someone applying for a job or promotion. Character Recommendation Letters: Written by friends or community members to vouch for someone's personal character. Immigration Recommendation Letters: Written to assist someone with visa, residency, or citizenship applications. Tenant Recommendation Letters: Written by former landlords to endorse tenants seeking new rentals. Each type requires a unique approach but shares the same basic structure. Lets go over a step-by-step guide for how to write a recommendation letter. To write an impactful recommendation letter, I always start by understanding its purpose. Is this letter for a job, school application, or another opportunity? This context guides the tone and the specific skills or attributes to highlight. For instance, when writing for a student's scholarship application, I'd focus on their academic performance, extracurricular involvement, and leadership potential. If writing for a job, I'd emphasize professional achievements, teamwork, and reliability. Examples: In the three years that I taught Lisa, her work ethic remained exceptional. She not only excelled in her coursework but also organized successful school-wide fundraisers. During the five weeks I've worked with Kevin, he consistently delivered projects on time. His adaptability and communication skills ensured smooth collaboration across departments. Understanding the purpose keeps your writing focused and ensures your letter provides the relevant insights. Next, I collect the information I need about the candidate. I usually ask them for their resume, job description, or details about the opportunity they're pursuing. This way, I can tailor my writing to their goals and experiences. I also ask them to share any specific accomplishments or attributes they want highlighted. By combining my observations with their input, I create a more comprehensive endorsement. Examples: Megan shared her goal of working in corporate finance, so I highlighted her analytical abilities. She consistently provided accurate financial projections during her internship. Carlos is pursuing a masters in education, so I focused on his teaching assistant experience, where he helped students excel and enhanced course materials. Having detailed information makes the letter personal, specific, and directly aligned with the recipient's expectations. The introduction sets the stage. I state my relationship with the candidate and establish my qualifications to endorse them. This part should immediately capture the readers' attention by giving them confidence in my perspective. Start by identifying the role or opportunity and briefly summarize the candidate's key strengths. Examples: As Lisas history teacher for the past three years, I've witnessed her academic growth firsthand. She displays exceptional research skills and consistently leads class discussions. As Kevins supervisor at ABC Corp for five years, I can attest to his dedication and strategic thinking. His project management skills are unparalleled. The body is where I expand on the candidates skills and accomplishments. I focus on 2-3 key strengths relevant to the opportunity, using specific anecdotes to show how they've excelled in each area. I stress their strengths and provide examples. Examples: I've had the pleasure of working with Megan for the past two years. She consistently demonstrated a strong ability to quickly analyze opposing arguments, showing exceptional critical thinking. Her proactive leadership in a community service initiative that reduced expenses by 15%. She inspired the entire team in brainstorming solutions, reflecting his inclusive leadership style. Choose examples that align with what the recipient wants, like leadership or communication roles or creativity for design positions. The conclusion is the final push to persuade the recipient. Offer a summary of my endorsement and a closing statement that shows my belief in the candidates potential. Provide an invitation to contact you if they have additional questions. Examples: In summary, Lisa is an outstanding student who would thrive in your scholarship program. Please feel free to reach out if you need further details on her qualifications. Kevin is a versatile and dedicated professional who would make a great addition to your team. I can provide more examples of his work if needed. Crafting a standout recommendation letter requires creativity and nuance. Balance Detail with Brevity: While specifics are crucial, keep the letter concise. Provide concrete anecdotes and achievements but avoid overwhelming the reader with unnecessary details. Aim for clarity to help recipients easily understand the candidates strengths. Tailor the Content: Avoid generic phrasing. Each letter should feel customized. Reference the applicants goals or past interactions with the recipients organization. For instance, if applying to a specific job, mention how the candidates skill set fits the companys values or culture. Show, Dont Tell: Instead of just listing adjectives like hardworking, provide vivid examples. Describe how the candidate solved a challenging project or demonstrated leadership during a critical moment. This approach makes their strengths more tangible and relatable. Encourage Future Contact: Indicate your willingness to discuss the candidates qualifications further. It conveys genuine support and helps establish credibility. These advanced tips will help you write a memorable letter that sets candidates apart from the competition. Here is helpful video about how to write a recommendation letter that gets results: YouTube Video by Linktree How to Write a Recommendation Letter for Specific Circumstances: A priority, writing on your behalf, or immigration requires unique considerations. When recommending someone, a strong emphasis on community, leadership potential, and how they embody the companys values. Highlight the candidates involvement in community service, teamwork, and any leadership roles they've held. These qualities show that they'll positively contribute to the chapters culture. Writing a letter of recommendation for yourself can be tricky. The best way is to draft a realistic, humble self-endorsement and then ask a mentor or supervisor to refine and sign it. Focus on specific strengths, achievements, and future goals. Be concise yet informative to present a well-rounded perspective. Immigration letters emphasize moral character, social ties, and the applicants positive impact on the community. Outline how the candidate demonstrates honesty, strong work ethics, and good citizenship. Share personal stories or references that illustrate their loyalty, integrity, and dedication. Im a big fan of templates based on proven results, so here are three starter templates that you can adjust to fit your exact recommendation letter needs. Dear [Recipients Name], I am [Your Name], [Your Title], and I've had the pleasure of knowing [Students Name] for [Duration]. In my role as [Your Position], I have seen [Students Name] excel in [Specific Subject/Area] through [Example of Accomplishment]. [He/She/They] consistently demonstrate [Relevant Skills/Attributes] by [Specific Example/Project]. An incident that stands out is when [Students Name] [Description of Anecdote that Highlights Leadership/Creativity]. I wholeheartedly endorse [Students Name] for [Scholarship/Program], as I believe [he/she/they] will [Projected Future Success]. Please feel free to contact me for any additional information at [Your Contact Details]. Sincerely, [Your Signature & Title] Dear [Recipients Name], Im [Your Name], an [Your Position] at [Company Name], and I've worked with [Candidates Name] for [Duration]. In [His/Her/Their] role as [Job Title], [he/she/they] have consistently [Accomplishment]. [Candidates Name] demonstrates outstanding [Relevant Skills] and is known for [Examples of Work Ethic or Collaboration]. For instance, during [Project/Challenge], [he/she/they] [Description of Achievement/Contribution]. I highly recommend [Candidates Name] for [Opportunity], as they possess the skills and qualities necessary to excel in this role. If you have any questions, please feel free to contact me at [Your Contact Information]. Best regards, [Your Name] recommendation, it may be done with bated breath and a sense of uncertainty? What if they say no? What if they laugh at your request? What if they've just been being nice to you? Well, first things first: Relax. The latter two of these are highly unlikely, and if the former happens, its not necessarily the end of the world. You should be asking for letters from professors with whom you've been building rapport for some time those in whose classes youve done well, those who have evaluated your work, and so on and if you've built that rapport, theres very little chance that they'll say no. If you're desperate for, say, a third letter-writer and are reaching out to any and every prof you've ever met, well, then you may get a no. But, unless you're just completely bombed a course, those negative responses are often in your best interest. A professor will usually only refuse to write a letter if they feel they simply dont know you and your work well enough to write you the kind of recommendation you need to actually succeed. You'll need to search for someone else at that point, but thats better than a poor or ineffective letter of recommendation! In any case, all of this points to the need to find quality letter-writers and build relationships with your professors throughout your time in university.Beyond a Simple "Yes" or "No"At this point, you may assume that your request for a letter of recommendation will be met with one of two answers: Yes, happy to! Or, No, sorry. Well, things are actually a bit more complicated than that. Imagine seeing that reply to your request hit your inbox, taking a deep breath to brace yourself before opening it (Please say yes, please say yes, please say yes), and then seeing this:Hi! Sure, happy to help! Go ahead and put together a draft and Ill review and sign it. Um, What?For many, the response to such a request would be abject horror! You may think that this is some kind of test of your ethical sensibilities, or an indication that your professor doesnt really want to act as a referee for you. Relax, its neither. If you've never seen a request like this before, its okay its not all that scary. The professor who wrote that reply was actually being very kind. When you ask for a letter of recommendation, you're asking for a favor. Its not that hard to consider applying for a favor, but what has led you to consider writing one? Well, you've got to be confident that you can actually be a positive thing. Generally, letters of recommendation arent accessible to students back when they were sent exclusively in hard copy, students and professors had to go to considerable lengths to demonstrate that the student had not accessed the letter, like submitting it in a sealed envelope with the professors signature across the seal. This meant that you had no idea what the professor had said about you, and thats still largely the norm (though some professors may still send their student an open copy of the letter, but that depends on the individual professor and their relationship with the student).However, if youre contributing to the letter, then you at least have some idea of what it says, and you have the opportunity to include specifics and ensure the things you want mentioned or highlighted have a good chance of making it into the final draft. Of course, your professor will retain the right to modify the letter in whatever way they want, and you may not get access to that final draft, but you do have a say, which is more than many students have had in the past. So, think of this as an opportunity, and be thankful that your professor thinks highly enough of you to trust you with this task!Writing a Letter of Recommendation for Yourself: Tips on ContentBe humble, but acknowledge your accomplishments!By definition, a letter of recommendation is a document that highlights your strengths, assets, and accomplishments. You should be clear and honest about the ways in which you excel academically, and the contributions you've made through your research, service, and extra-curriculars (to the extent that this professor is aware of things like your extra-curriculars, volunteering, etc.). A lot of students are uncomfortable discussing themselves in a positive light, but you should be able to objectively acknowledge the things you do and have done well, and those things should be the basis of your letter.Think about it this way: if youre asking for a letter of recommendation, that means youre applying to a competitive program that requires excellence of its applicants. The student who you're asking for a letter of recommendation should be able to evaluate your potential for future success. The body would consist of 2-3 paragraphs with specific examples and anecdotes that support the thesis. Again, you can apply, and then determine which of these this professor has witnessed. That will give you some key themes around which to construct your letter. If youre not sure which kinds of qualities to emphasize, look at the qualities valued by the profession youre pursuing and use these as a guide. Academic excellence is a constant in all fields, of course. As well, resilience, dependability, community service, intellectual inquisitiveness, critical and creative thinking, and collegiality are all valued in a wide variety of fields, just be sure to retain a measure of humility. While you're likely an outstanding student, you wouldn't want to claim that you are "by far, the most impressive, hyper-intelligent, and promising student" your professor has ever taught, for example. First, thats just not language used in a letter of recommendation. Second, that content isnt actually very useful, as will be discussed further shortly. Finally, unless you can say without a doubt that you are the top student of all the thousands of students your professor has known, that would be an excessively bold claim to make. Speak to specifics, and dont try to cover everything!The above said, you likely wont need to include to discuss every single strength, asset, or accomplishment, so after making that list, you'll need to narrow it down. Briefly discuss some of the most note-worthy contributions youve made in this professors courses, including significant projects or papers youve completed for them, or any work youve done together. You'll likely end up with 2-3 major themes or qualities to emphasize, supported by a few examples. A letter of recommendation is usually around 1 single-spaced page, so use that length as a guide for how much content you should include.Avoid clichés!When I was a graduate student, I was on a hiring committee for my department. I remember sitting in the massive office of our department chair, reviewing files and letters of recommendation with others on the committee. As we read through one candidates letters, the chair let out a hearty laugh. Oh, dear, a hard worker. Talk about the death knell for your application! Everyone else laughed knowingly, and I sat there, utterly bewildered. When asked why being a hard worker was such a bad thing, they explained it to me: its not that theres anything wrong with being a hard worker, its that the term is cliché and very imprecise. Essentially, if the best praise someone can give you is that you're a hard worker, thats seen as quite unfortunate. So, avoid cliché phrases like this and aim for clear demonstrations of your skills and abilities. If you do consider yourself a hard worker, then offer examples of times when you went above and beyond expectations or successfully juggled multiple pressing responsibilities. This will be much more effective.Show, dont tell!Brief anecdotes that demonstrate your strengths are always more effective than lists of qualities or accomplishments, and letters of recommendation often include such stories. Using specific examples of exceptional projects, meaningful interactions, or professional observations, and use narrative that shows the reader your excellence in action, rather than just telling them that you are a stand-out student.Ensure the grammar and style are impeccableWhile your professor will still review and edit the letter, you want to be keenly aware of your grammar and style as youre writing. Remember, youre not writing in your own voice; youre writing as your professor. So, use a semi-formal but professional style, and proofread, proofread, proofread. Your writing should be impeccable, both for the letter itself and for you to continue demonstrating your compositional prowess to your professor.Writing a Letter of Recommendation for Yourself: Tips on StructureYou can think of a letter of recommendation as similar to a short essay, with an intro and thesis, body, and conclusion. The thesis is that you're a strong student who will succeed in the program to which you are applying, and the support for that thesis comes in the specifics of the work youve done for and with your professor.The introduction is the opening paragraph, where you should include a clear statement of support (e.g., I am happy to write in support of [Students] application to [program]), as well as an indication of your relationship with the professor, the time youve known them, and the capacity in which you've worked together (e.g., if they've worked for them as a teaching or research assistant, etc.). Include specifics like the courses or projects youve had together, and anything else that demonstrates how well they know you and your work. The letter should be around 250-300 words, and you should aim to keep it to that length. The body of the letter should be organized into paragraphs that focus on specific qualities or accomplishments that you want to highlight. Each paragraph should start with a topic sentence, followed by a supporting sentence, and then a concluding sentence. The conclusion should be a single paragraph that summarizes the letter and expresses your recommendation. You may be nervous about approaching your professor at all. It can be gut-wrenching to be told no when asked for a letter. But even if your professor doesnt say no, they might not say yes, either. In fact, they might ask you to write the letter yourself. Many professors simply dont have the time to write an individual letter for every student who asks. If they know youre a good student, they may give you permission to write your own.This is both ethical and commonplace. As long as your professor knows youre writing the recommendation under their name, you arent doing anything wrong. You also get access to a part of the application process that students arent usually able to influence. You can highlight your strengths and passions much more accurately than your professor.In this guide, you'll find How to Write a Letter of Recommendation for Yourself examples, templates, step-by-step instructions, and quick tips. Theres everything you need to know about how to write a recommendation letter for yourself that will highlight your desirability as a candidate.Still Studying for the MCAT? Start Here.Writer NameWriter Qualifications and University AddressTitle, State, Postal CodePhone Number or Email AddressDate of Writing/Recommendation for Student NameProper Greeting.This is an introduction paragraph in which I will explain my own qualifications and relationship to the student. I will put my thesis about the students strengths here. I am using a traditional letter template and formal formatting.This paragraph focuses on a single qualification and how the student has demonstrated it, using quantitative facts.This paragraph does the same, with yet another characteristic.Paragraph 4 does the same with yet another characteristic.This is my short conclusion, where I reiterate that the student is a strong candidate for admission. Formal closing.This paragraph will proofread all of the information you've provided in the letter. Formatting is key to a strong recommendation letter. Its short, sweet, and to the point. It highlights their strengths and desirable qualities, and then goes on to reiterate your recommendation for the student. The template above is a straightforward and easy-to-read manner. Admissions reviewers read hundreds of recommendation letters a day, and fluffy clichés will make them stop paying attention.Keep your introductory paragraph as concise as possible. Dont expand upon the qualities or achievements you've chosen; thats the next step. Try for a length of about four lines.Now that you've chosen your characteristics and achievements, its time to write about them. Dedicate a paragraph to each. You can choose anywhere from two to four total points, but three is a pretty good average.In the first sentence of each paragraph, explain how the student managed this achievement or exemplified this characteristic. Use concrete examples.For example, if youre saying that the student studies hard, you can discuss their past grades. You can talk about how they've attended office hours, run study groups, or asked for feedback regarding specific mistakes. You can talk about their note-taking skills, their ability to work with others, and their dedication to memorizing the reading.If youre saying that the student is compassionate, you might introduce an anecdote. Maybe the student developed a special relationship with a specific clinic patient. Perhaps they wrote a moving piece about what caring for others means to them. They also could have consistently worked well with a group of vulnerable patients, such as children or the elderly.If youre talking about specific achievements, you can explain exactly what the student has done. It might be research, admittance to graduate-level courses, creation of new teaching materials, hands-on innovation, excellent grades, scholarship awards, or any other number of things. Tell the reader about the achievement and how it makes the student an ideal candidate for admission.Your conclusion should be the shortest paragraph in the letter. It should be just one or two sentences that restates your point. I believe Student Name will be an excellent doctor because of X, Y, and Z. For these reasons, I strongly recommend their acceptance into your institution.You dont need to go overboard. Just express your thesis in a positive, concise way that helps the information stick in the readers mind.Now you can wrap up the letter. There are a great deal of different formal closings that you might use. Ideally, you'll write either who the reader would or thank them for their time. The closing wont make or break the letter. But if you choose the wrong closing, you might distract the reader. At worst, you might come off as rude or inappropriate. Closings are considered an important aspect of formal letter writing, so if you dont use one at all, you'll appear impolite. Some examples of letter closures include:Regards Best wishes, Respectfully Cordially With appreciation With gratitude With sincere thanks Thank youCordially works best if you know the individual who will be reading the letter. Respectfully may not be necessary here, since an esteemed professor doesnt need to pay extra respects to an admissions board.Best wishes is a generic way of wishing the recipient well. With gratitude and With sincere thanks are both ways to tell the recipient that you appreciate the time they took to read the letter.Ultimately, the closing is up to you. It will depend on what you feel best fits the tone of the letter. Underneath the closing, put the professors name.Keep in mind that this letter will be read by a college admissions board. You want the letter to accomplish several things:It should appear to be written by a successful professional. It should highlight your best qualities. It should include specific details that set you apart from your peers. It should be respectful of the readers time.Proofreading is the best way to make sure you tick all these boxes.First, double-check your grammar and spelling. You can run the sentences through an online tool for basic mistakes but you should also ask a peer to review the copy. One neat tip is to change the font as you edit this will make you more likely to notice mistakes.Next, make sure that your sentences are concise. Each sentence should have a single point and lack superfluous language. If there are any sentences that can be removed without erasing vital information, get rid of them. Once youre finished, your letter should have as much specific information as possible while still being quick and easy to read.Finally, edit for flow. Read your sentences aloud. Are they choppy or clunky? Awkward or stilted? Do they have too many adjectives? Do they sound awkward or stilted? Since your professor will be reading the letter, you should know what the final draft will look like. As long as your professor has committed to reading your draft, theres nothing wrong with showing your own draft. If you've considered all of the above information on how to write a letter of recommendation for yourself, and you still arent comfortable with creating your own letter of recommendation, there are a few steps you can take.The first option is to simply refuse. Your professor might request that you write your own recommendation, but a request is not the same as a demand.With that said, there can be repercussions for this. You might cause your professor to feel antagonistic toward you. They may be less inclined to write you a positive recommendation letter, or to get the letter written on time at all. If your professor feels that youre demanding something from them, especially when they're already busy, they will be irritated.If you do refuse writing the letter of recommendation by yourself, you can request a one-on-one meeting with your professor. Bring your resume, your personal essay, and an outline of the key qualities you've demonstrated for the professor. Include details like the course names, your grades, and the projects you've done.This makes it easy for your professor to write the recommendation without hunting down all the information. It also makes you much more likely to get a well-written letter mailed on time.Theres also a middle ground for those who arent comfortable refusing their professor outright. Rather than bringing reference materials alone or writing the entire letter by yourself, you can work on most of the letter.Maybe after reading this article on how to write a letter of recommendation for yourself, you realize that youre not comfortable with formal greetings or letter formatting. If thats the case, you can create the body of the letter instead. Create a thesis that explains different qualities that your professor can vouch for. With each quality, create a list of bullet points with specific achievements, data points, anecdotes, and other facts that your professor can corroborate.You can provide your professor with a full outline that includes all the necessary research and organization. This will make it much easier for them to transcribe sentences and format the letter using a formal template.The biggest key is that you want to make your professors life as easy as Abigail can. I believe that both the student and the professor benefit from this approach. For example, I've had the pleasure of working with students like Abigail Lee for multiple years. I believe that Abigail has the drive, focus, knowledge, and temperament of a future doctor. She consistently goes above and beyond in her studies, and she has proven an excellent teacher herself.Abigail first enrolled in my Intro to Anatomy course as a freshman. Though this is a large class, Abigail regularly attended office hours to ask for advice and discuss the recent lecture. After she received straight As in her first semester, I made her my junior TA. She helped with study sections, graded tests, and evaluated papers. I was consistently impressed by her accuracy and insight.In her junior year, Abigail joined a course I teach collaboratively with the neuroscience department. She is the only undergraduate student I have ever admitted to this graduate-level course. Throughout the year, she learned about the link between cardiovascular patients and stroke victims. When working with real patients in the universitys clinic, I was impressed by her kindness, patience, and willingness to listen.This was best captured by her relationship with a young patient named Debbie. Most clinic patients were older, but Debbie was only eleven. She had been born with an atrial defect and had already undergone eight reconstructive surgeries when Abigail met her. Abigail was able to cheer her up and keep her comfortable throughout a variety of uncomfortable tests. Her mother later told me that Debbie actually looked forward to seeing Abigail at her appointments. In a career spanning almost thirty years, I have rarely seen a student as hardworking and caring as Abigail was. I believe that both the student and the professor benefit from this approach. For example, I've had the pleasure of working with students like Abigail Lee for multiple years. I believe that Abigail has the drive, focus, knowledge, and temperament of a future doctor. She consistently goes above and beyond in her studies, and she has proven an excellent teacher herself.Abigail first enrolled in my Intro to Anatomy course as a freshman. Though this is a large class, Abigail regularly attended office hours to ask for advice and discuss the recent lecture. 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reworked to fit our purposes and was originally provided by the University of Michigan Medical School.)Dear Admissions Committee Directors (Student Name),It is a true pleasure for me to write this letter of recommendation for (Student Name), who was my student in Sociology 115, Introduction to Sociology, in the winter term of XXXX. (Student Name) is, without question, one of the four or five most outstanding students I have taught at Big State University in my six years of teaching. (Student Name) is a careful and creative thinker with an eye for detail and a devotion to logic, which serves her well both in the sciences and outside of them. She has the terrific ability to draw on her own experience and observations to develop thoughtful opinions on a variety of issues. (Student Name) already knew she wanted to major in biology when she took my course, but this did not diminish her intellectual curiosity about the topics we covered in Introductory Sociology. Her regular contributions to full-class discussions provided insight both for her peers and for me as an instructor. (Student Name) was also invaluable in small-group interaction with her peers. Without my asking, she took on the responsibility of helping her classmates consolidate vast amounts of information into coherent sets of ideas, and she quickly became a study group leader. In addition, (Student Name) was very generous with her time and energy. I remember her meeting individually with a student from Thailand several times before the final exam to help him master all the material in a foreign language. (Student Name) breaks the scientist stereotype with her writing: she was the best writer in the two sections I taught that semester. What was perhaps even more impressive was that she took the task of improving her writing more seriously than any other student in the class. One of her essays was later published in the annual sociology magazine Title of Magazine. (Student Name) is not only an excellent student, but she is also personally delightful. She is as comfortable with herself as she is engaging, pleasant, and humorous. As I got to know (Student Name) over the semester, I became only more impressed by the wide range of her abilities and by her modesty about them. She is an accomplished musician and scientist, both of which she does with a passion rare in undergraduates. I wholeheartedly recommend (Student Name) as a prospective medical school student. In fact, I can think of few students whom I would recommend as highly. She will add a great deal to any incoming medical school class. I can also envision (Student Name) as a highly competent and caring physician someday, which I say as a high compliment indeed. Please contact me if there is anything else I can do on (Student Name)'s behalf. Sincerely, Professor Name / Signature Privacy guaranteed. No spam, ever. If you still have questions, check out these frequently asked questions.1. How Long Should My Letter of Recommendation Be?An effective letter of recommendation is one page total. Admissions committees read thousands of application documents, so you want to be considerate of their time.2. Im Finding It Difficult to Write Objectively About Myself. What Should I Do?It might be helpful for you to pretend that youre writing a recommendation letter for someone else. Pro-tip: Swap out your name with a fictional name. This will allow you to gain some distance and concentrate instead on the content of your body paragraphs. Just remember to delete the fictional name and replace it with your own.3. What If I Have to Write Multiple Letters of Recommendation?Ideally, your letter writers will write the majority of your recommendation letters. If you are tasked to write several letters, remember that you can politely refuse and move on. Also, keep in mind that its always a good idea to have extra letters of recommendation. Ask additional people so that if one letter writer falls through due to unforeseen circumstances, you have options and back-up letters for your medical school application.4. What Should My Turnaround Time Be for Submitting My Letter of Recommendation to My Letter Writer? Please be respectful of their time, and mutually agree on a date of first submission. The reason that you have to write your letter of recommendation is because they likely could not commit fully to the time it takes to write it, but they still very much want to help you with your application. Be mindful of your schools application deadlines as well, and ensure that your letter of recommendation will be finalized and signed well before the deadline.5. What Template Should My Letter of Recommendation Follow?Follow the traditional formal business letter template (and be sure that it also follows your application requirements). Include a heading, contact information, salutation, and closing signature.6. Since I Am Writing My Own Letter of Recommendation, Is It Appropriate to Slightly Exaggerate a Project I Worked on to Look Good?It is never a good idea to be dishonest or embellish your achievements. If you feel the need to exaggerate, then that example is likely not strong enough to discuss in your letter of recommendation. Instead, focus on areas that make you shine as a candidate. If you struggle coming up with examples, reach out to your letter writer and see if you can compromise and work together on this one section. Perhaps your letter writer has a memory of your work that you have forgotten.7. Im Still in the Very Beginning Stages of Securing Letters of Recommendation. Who Should I Ask?Always be sure that the people you ask know you well and can advocate for your work. You can ask science faculty, non-science faculty, employers, and supervisors in any volunteer or extracurricular activities. It is good to secure letters of recommendation from a variety of sources, as this will maximize your candidacy with diverse talking points. Letters of recommendation are an essential component of medical school applications. Glowing letters of recommendation can increase your chances of acceptance into your dream school. While it is ideal to obtain letters of recommendation written by your letter writers, sometimes you will be tasked to write your own. With this guide, you will successfully write a letter of recommendation for yourself that will make you shine.

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