

Guidelines for Letters of Recommendation

To help ensure we select the most qualified fellowship awardees and streamline the review process, we ask that **referees** follow these guidelines when writing a *Letter of Recommendation*.

Letter Format & Requirements:

A strong letter should include at least four paragraphs and meet the following criteria:

1. On official institutional letterhead
2. Signed by the referee (either manually or digitally)
3. Dated within 90 days of the application deadline
4. Addressed to Dr. Shine Chang, CPRTP Program Director

Letter Submission Process:

- The applicant will enter the referee's contact information (e.g., name, email address) into the MD Anderson Slate system, which tracks application materials.
- You will receive an email from **trainee@mdanderson.org** with the subject line "Recommendation Request from [Applicant's Name] for MD Anderson Cancer Center."
- Be sure to mark this email as "NOT SPAM" and check your bulk/junk folder in case the email gets filtered.
- The applicant will not be able to view your submitted letter, but they will be able to see that you've submitted it.

What to Include in the Letter:

- Your relationship with the applicant (i.e., how you know the applicant)
- The applicant's strengths, abilities, and potential
- How the fellowship program will benefit the applicant
- The applicant's interest in cancer prevention (if applicable)
- The applicant's potential for conducting research
- Evidence of the applicant's originality
- The adequacy of the applicant's scientific background
- The quality of the applicant's research or publications
- The need for further research experience and training
- How the program will help the applicant advance their research in cancer prevention

Who Can Write a Letter:

Recommenders can include anyone with firsthand knowledge of the applicant's academic, research, and career development, such as:

- Academic Advisor
- Program Chair
- Mentor
- Teacher, Teacher's Assistant, Professor, Instructor
- Lab or Research Manager
- Research or Lab Colleague
- Employer/Supervisor
- Other Colleagues or Co-Workers