

Guidelines for Letters of Recommendation for Applicants of the CP RTP Summer Research Experience

To ensure that our program meets the highest standards in selecting fellowship awardees and to enhance the review process, we encourage referees to use the following guidelines when writing a **Letter of Recommendation** for your **summer fellowship applicant**. Following these guidelines will increase the likelihood that the applicant's application is successful.

Format and Length

- The letter should be 1) on **institutional letterhead**, 2) manually or digitally **signed by the referee**, 3) **dated within 90 days** of the application deadline, and 4) **addressed** to the CP RTP Program Director, Dr. Shine Chang.
- A successful letter will include a minimum of 4 paragraphs and should be as long as 2 pages.

Letter of Recommendation Request

- The applicant will enter the referees/recommenders contact information in the MD Anderson Slate system which is a web-based clearinghouse for applicants and supporting application materials.
- You will receive an email from trainee@mdanderson.org, subject line "Recommendation Request from **APPLICANT NAME** for MD Anderson Cancer Center".
- **Be sure to mark this e-mail address as NOT SPAM and check your bulk/junk/spam folder after you are contacted by an applicant.**
- The applicant will not be able to see the submitted letter, **but will be able to see that you submitted a letter.**

Areas to Address (if applicable and with respect to the applicant)

- How you know the applicant
- Strengths and overall ability and potential
- How the applicant will benefit from the program
- Any known interests in **cancer prevention**
- Potential for conducting research
- Evidence of originality
- Adequacy of scientific background
- Quality of research or publications to date
- Need for further research experience and training
- How this experience could be a gateway into future research in cancer prevention

Recommenders may be...

- Academic Advisor
- Program Chair
- Mentor
- (Former or Current) Teacher, Teacher's Assistant, Professor,
- Instructor, Lab Manager, Research Manager
- Research or Lab Colleague
- Employer/Supervisor
- Other Co-Worker/Colleague
- **Anyone with first-hand knowledge about the applicant's education, research, and career development history and interests**