Guidelines for Letters of Recommendation for Applicants of the CPRTP 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 & 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 CPRTP 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 E-mail Request & Tips
- The applicant will manually enter the referees/recommenders contact information in the MD Anderson Discover system which is a web-based clearinghouse for applicants and supporting application materials.
- Referees will receive an email from DISCOVER_Support@mdanderson.org.
- 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.
- The letter of recommendation email request will look similar to the example below.

Areas to Address (if applicable and with respect to the applicant)
- How do you know the applicant
- Strengths
- 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...
- Professor
- Academic Advisor
- Teacher/Instructor
- Principal Investigator of current research project
- Dissertation Chair
- Research Lab Manager
- Work Supervisor
- Research or Lab Colleague
- Mentor
- Other Co-worker or colleague
- Anyone who can attest to your educational training and/or professional goals.