

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

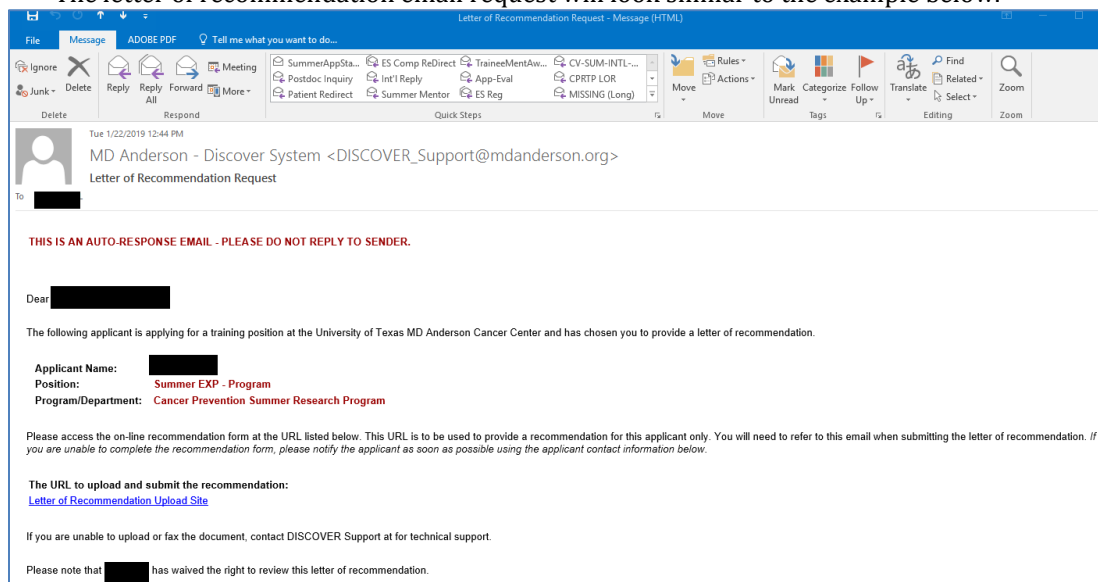
To ensure that our program meets the highest standards in selecting fellowship awardees and to enhance the review process, we encourage referees to use the following guidelines when writing a **Letter of Recommendation** for your **summer fellowship applicant**. Following these guidelines will increase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

Format & 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 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)

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| <ul style="list-style-type: none"> • How do you know the applicant • Strengths • Overall ability and potential • How the applicant will benefit from the program | <ul style="list-style-type: none"> • Any known interests in cancer prevention • Potential for conducting research • Evidence of originality • Adequacy of scientific background | <ul style="list-style-type: none"> • 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 |
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Recommenders may be...

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| <ul style="list-style-type: none"> • Professor • Academic Advisor • Teacher/Instructor • Principal Investigator of current research project • Dissertation Chair | <ul style="list-style-type: none"> • Research Lab Manager • Work Supervisor • Research or Lab Colleague • Mentor • Other Co-worker or colleague | <ul style="list-style-type: none"> • Anyone who can attest to your educational training and/or professional goals. |
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