

Writing Effective Letters of Recommendation for Rhodes, Truman... and Beyond

It's tempting to think that exceptional grades, exemplary participation in campus and extracurricular activities, and a strong scholarship application will speak for themselves. However, given the level of competition for Rhodes, Truman, NSF, Mellon, and other national fellowships, this is simply not true.

Each year, approximately 600 candidates are nominated for 80 Truman Scholarships; 1,200 to 1,400 candidates apply for Rhodes and Marshall Scholarships. Thirty-two are chosen as Rhodes Scholars; forty become Marshall Scholars. Selection of finalists is based on a candidate's personal statement, academic record, and letters of recommendation. Quite simply, the committees aim to select the very best scholar leaders from across the United States.

Virtually every candidate who is nominated by his or her university has a 3.7+ GPA, a fairly extensive record of leadership and community service, and has demonstrated the potential for future success through research, creative work, early involvement in government or professional activities ... the list goes on. Often, little separates the very good candidates from the outstanding candidates—on paper. Letters of recommendation can be the decisive factor in a committee's decision to advance a candidate to the interview. The letters, therefore, are critical to the candidate's chances for success in the competition.

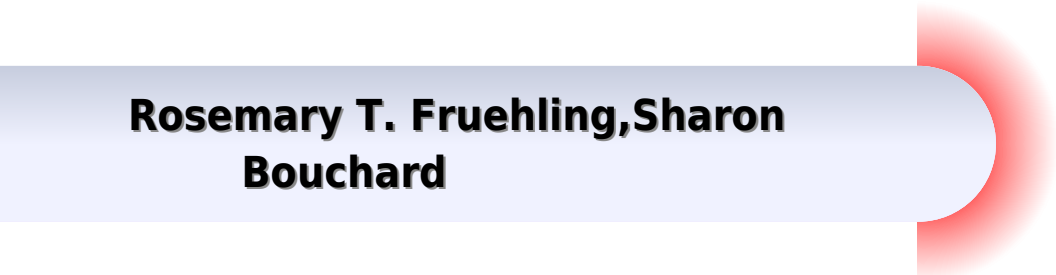
Your letter must be a very special one, written especially for this student and for this competition. The best letters are from 1 1/2 to 2 1/2 pages in length, and take several hours, often more than a day to write. You may find it helpful to sit down with the candidate and discuss his or her academic work, extracurricular activities, and future educational and career goals.

An effective letter will:

- State how long, and in what capacity you've known the candidate.
- Describe the candidate's personality and work ethic, using concrete examples that demonstrate a strong relationship.
- Be vivid and specific, including personal memories of the candidate, suggestive anecdotes, something to indicate that you know this candidate very well and think highly of him or her. Letters that matter to selection committees bring the candidate to life on the page.
- Describe and evaluate in detail the student's scholarly work, especially a major research project. The letter should help the selection committee understand the significance of this research, the contribution it has made, and include examples of the student's ability to make future contributions as a scientist, policy maker, environmentalist, etc.

Writing Effective Letters Of Recommendation

**Rosemary T. Fruehling, Sharon
Bouchard**



Writing Effective Letters Of Recommendation:

The Complete Guide to Writing Effective College Applications & Essays for Admission and Scholarships Kathy Lynn Hahn, Colleen M. Loew, 2010 Book CD ROM Applying to college can be one of the most stressful times in a student's life. Not only are you faced with the task of finding the perfect school for you but you also have to find scholarships to be able to go to the school you want. These two intertwining obstacles require a lengthy application and a seemingly perfect essay. The essay topic is crucial to demonstrate your values, creativity, and depth of knowledge, and the writing is important because it reflects your power of persuasion, organizational skills, and style. This book will teach you how to write effective applications and essays for college admissions and scholarships, helping shoulder some of the weight of applying. This guide provides you with all the tools you need to complete your application and write a winning essay. You will learn how to choose a topic, keep your focus narrow, and personally edit and revise, tweak essays to use them on various applications, choose your tone and structure, avoid the common pitfalls, and how to overcome writer's block. The guide has sample essays and essay questions and even examples of the essays specific colleges use. You will find those samples on the companion CD ROM along with brainstorming exercises and sample applications. Admissions officers have chimed in with their expertise to provide insider information on how to compose impressive applications and essays for admission and scholarships.

[How to Write Successful Letters of Recommendation](#) Kimberly Sarmiento, 2014-12-22 Letters of recommendation are a part of every standard school or job application. As an employer, professor, colleague, peer, or friend, chances are that at one point or another you will be asked to put a person on paper and every word counts. *How to Write Successful Letters of Recommendation* is your one-stop source for painting the perfect picture in just one short letter. You will learn everything you need to know about writing the perfect letter of recommendation that will get your friend, colleague, or student accepted or hired. The most effective letters of recommendation are accurate, succinct, descriptive, and powerful and include realistic evaluations of performance and capability. With ideas about how to start your letter and topics to include, this complete guide will teach you how to do just that as you construct the perfect letter from start to finish. Outlined in ten easy steps, this complete guide gives you the tools you need to write reference letters that your employees, colleagues, students, and friends will appreciate. This book is filled with tips and tricks for personalizing the letter and making your friend, student, employee, or coworker shine. With a word bank of powerful phrases and descriptive words, you'll have everything you need to make your letter stand out at your fingertips. Sample letters of recommendation are also included along with explanations of why each one is effective and tips for replicating these letters in just minutes. You will learn about the different types of recommendation letters from employment to academic to volunteer and how to direct your letter to the appropriate audience. You'll even learn what to do if someone you haven't worked with closely asks you to be a reference or how to deal with being asked for hundreds of recommendations at once. This exhaustively researched book will even teach you how to politely avoid writing letters for

those people you aren't quite comfortable recommending The Companion CD ROM is filled with templates examples word banks and worksheets so that you can easily learn to verify experience confirm competence build credibility and bolster confidence with just a simple letter A recommendation is more than just a letter it's often make or break in a candidate's application for school volunteering or employment With the step by step instructions and writing guidelines in this book you will learn how to write introductions opening statements the body including a well written vivid assessment of character and work ethic and a strong conclusion This new book will also teach you how to appropriately sign your letter and will provide you with tips of re reading and editing it to make sure you gave an effective recommendation We spent hundreds of hours interviewing high school teachers college professors employers and more who have nailed the art of composing effective communications With How to Write Successful Letters of Recommendation your employees colleagues students and friends will see you as their go to source to helping them succeed in their next big venture Roberts Academic Medicine

Handbook Laura Weiss Roberts, 2019-12-31 This authoritative updated and expanded title serves as the gold standard resource to assist physicians clinicians and scientists in developing effective and satisfactory careers in academic medicine Covering such critical topics as finding one's path in academic medicine getting established at an institution approaching work with colleagues writing and reviewing manuscripts conducting empirical research developing administrative skills advancing one's academic career and balancing one's professional and personal life each chapter includes valuable career pointers and best practice strategies as well as pithy words to the wise and questions to ask a mentor or colleague Building on the success of the first edition the Roberts Academic Medicine Handbook A Guide to Achievement and Fulfillment for Academic Faculty 2nd Edition includes new case examples and updated references as well as many new and timely chapters on topics such as public speaking working with the media working with community based organizations philanthropy and finding meaning and a sense of belonging in one's work The Roberts Academic Medicine Handbook 2nd Edition is an indispensable resource for all professionals entering or already established in academic medicine who wish to achieve a fulfilling career **Best Practices for Effective Secondary School Counselors** Carla F. Shelton, Edward L.

James, 2004-11-02 Middle and high school counselors will find this book to be very helpful for its practical and hands on approach Karen Thompson Assistant Professor Psychology Counseling Valdosta State University This is a great collection of resources to aid secondary school counselors John Littrell Professor of Counselor Education Educational Leadership and Policy Studies Iowa State University This is an outstanding addition to the field Greg Brigman Professor of Counselor Education Florida Atlantic University The material is especially helpful because of the separation in grade levels I often find it difficult to find material specifically designed for transitions from ninth to tenth grade AND from sixth to seventh This is one of the most valued sections of the book for me Judy Buchholz Ninth Grade School Counselor D W Holmes Junior High School CA This is a major contribution to best practices in school counseling Gerald Monk Professor of Psychology

Counseling San Diego State University an invaluable resource for school counselors Barbara Blackburn ASCA Secondary Vice President and President Elect Innovative and essential strategies for charting a course toward an effective secondary school counseling program The recent wave of accountability reform movements has largely overlooked the needs of middle and high school counselors yet has generated daunting pressure for guidance programs to be standards based and data driven Written from the perspective of a practicing certified counselor this guide contains essential information needed to implement the American School Counselor Association s National Model and smoothly transition from service based to program based counseling The book affirms that the school s guidance and counseling program play an integral role in the instructional program and overall school success Best Practices for Effective Secondary School Counselors centers on six best practices and highlights specific action plans and examples for each one allowing counseling staff to easily implement the comprehensive programs outlined Key features include Time saving checklists surveys and forms Straightforward tactics for applying six best practices Strategies for stress management Tips for writing successful letters of recommendation An extensive resource and Web site list From evaluation advisement and communication to career education transition and professional development this user friendly text features relevant and proven solutions for counselors primary concerns

The Academic Medicine Handbook Laura Weiss Roberts, 2013-04-04 Attaining professional success and finding personal happiness in academic medicine is not an easy path yet both are critical if the future is to be brighter through better science better clinical care better training better responsiveness to communities and better stewardship and leadership in the health professions This concise easy to read title consists of mini chapters intended as a resource to assist early and middle career physicians clinicians and scientists in understanding the unique mission of academic medicine and building creative effective and inspiring careers in academic health organizations Organized in eight sections the Guide covers such areas as finding your path in academic medicine getting established at an institution approaching work with colleagues writing and reviewing manuscripts conducting empirical research developing administrative skills advancing your academic career and balancing your professional and personal life Each chapter includes pointers and valuable career and best practices strategies in relation to the topic area An exciting addition to the professional development literature Achievement and Fulfillment in Academic Medicine A Comprehensive Guide is an indispensable resource for anyone seeking to achieve a fulfilling career in academic medicine

Effective Writing for the Quality Professional Jane Campanizzi, 2004-07-14 Few skills are more powerful or influential in a company or organization than effective writing skills A poorly written document whether letter memo email report or procedure can make its reader confused impatient and unresponsive Effective writing can help organizations become more productive by eliminating waste from the communication process and enabling readers to spend less time understanding written materials Therefore becoming a more effective communicator enables you to become more valuable to your organization and advance more quickly in your career This book shows how to apply effective writing

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In an age dominated by digital communication Writing Letters explores the continuing relevance and practical application of effective written correspondence This book emphasizes that mastering letter writing enhances communication skills and fosters deeper connections both personally and professionally You ll discover how letters retain a unique power to convey sincerity build relationships and create lasting impressions The book guides you through standard formats tone and purpose adapting written communication to different audiences and scenarios Chapters cover formal letters like business correspondence and job applications as well as informal letters such as thank you notes and personal letters Readers will learn practical aspects such as envelope addressing and appropriate salutations The approach balances established writing conventions with contemporary relevance drawing insights from communication studies and business writing This reference book stands apart by emphasizing both content and presentation providing practical advice on adapting writing styles to various contexts Moving beyond basic templates the book offers tools to craft letters tailored to specific situations leaving a positive and lasting impression The logical progression of chapters equips readers to confidently express themselves effectively in writing *Write an Effective Funding Application* Mary W. Walters, 2009-11

In a world where the opportunity to advance scholarly and scientific knowledge is dependent on the ability to secure sufficient funding researchers and scholars must write funding proposals that stand out from the competition The practical advice in this guidebook is designed to aid academics in writing successful applications at all stages of their careers This book will help grant applicants plan and craft funding proposals that are concise complete and impressive and that satisfy the mandates of the agencies to which they are applying Applicants will learn how to Avoid common writing blunders Understand the central importance of the research budget Overcome procrastination Choose and secure professional references Develop a career path with a view toward funding opportunities Maintain a winning attitude that will improve the chances of success Write an Effective Funding Application details the all important preparation stage in drafting a grant application from identifying sources of funding and securing registration numbers to creating a schedule for meeting the application deadline It reviews the nuts and bolts of writing and polishing a winning application stressing the importance of logical thinking and thoughtful presentation The book includes detailed information on developing budgets before and after versions of proposals and descriptions of common pitfalls that everyone can avoid A Student's Ultimate Guide to College Admissions Success Pasquale De

Marco,2025-05-03 A Student s Ultimate Guide to College Admissions Success is the ultimate guide to college admissions success It provides students with everything they need to know about the admissions process from researching and selecting the right colleges to writing a compelling personal statement and building a strong resume This book covers all the essential topics including How to choose the right colleges for you How to write a strong college essay How to get involved in extracurricular activities that will boost your application How to get good grades and test scores How to ask for letters of recommendation How to prepare for college interviews How to apply for financial aid How to transition to college life A Student s Ultimate Guide to College Admissions Success also provides helpful tips and advice from admissions experts and successful college students By following the advice in this book students can increase their chances of getting into the college of their choice and achieving their academic goals A Student s Ultimate Guide to College Admissions Success is the perfect resource for students who want to get a head start on the college admissions process It is also a valuable resource for parents and counselors who want to help students make informed decisions about their future With A Student s Ultimate Guide to College Admissions Success students can Learn about the different types of colleges and universities Find the right colleges for their interests and goals Write a strong personal statement that will make them stand out from the crowd Get involved in extracurricular activities that will boost their application Get good grades and test scores Ask for letters of recommendation that will make a positive impression Prepare for college interviews with confidence Apply for financial aid and scholarships Transition to college life smoothly A Student s Ultimate Guide to College Admissions Success is the ultimate guide to college admissions success It is the only book students need to get into the college of their choice and achieve their academic goals If you like this book write a review on google books **Perfect Phrases for Letters of Recommendation**

Paul Bodine,2010-01-08 Expert advice for helping an applicant s chances of acceptance by choosing the right words and phrases As a teacher professor or an employer you are often called upon for letters of recommendation and probably as often find yourself stumped about what to say It can be a daunting task when someone s future is in the balance This book written by a writing expert will help you find the right words and avoid the pitfalls of creating a letter of recommendation Author Paul Bodine explains what makes a recommendation letter good and also what can make it ineffective The book contains paragraph length examples of effective recommendation letter writing for all types of situations Handbook of Career

Development in Academic Psychiatry and Behavioral Sciences, Second Edition Laura Weiss Roberts, M.D., M.A.,Donald M. Hilty, M.D.,2017-04-12 With real world advice from professionals in the field this Handbook provides step by step guidance to approaching tasks and challenges that face academic faculty members such as interviewing for positions evaluating contracts and offer letters reading and preparing a basic budget giving feedback and engaging in self care The Art of Writing Effective Letters Rosemary T. Fruehling, Sharon Bouchard,1972 The Complete Guide to Writing Effective Résumé Cover Letters Kimberly Sarmiento,2009 The companion CD is packed with samples and worksheets to help you brainstorm and

create a successful cover letter Principles of Effective Letter-writing Lawrence Campbell Lockley,1927 The Essential Department Chair Jeffrey L. Buller,2012-01-24 THE ESSENTIAL DEPARTMENT CHAIR This second edition of the informative and influential The Essential Department Chair offers academic chairs and department heads the information they need to excel in their roles This book is about the how of academic administration for instance how do you cultivate a potential donor for much needed departmental resources How do you persuade your department members to work together more harmoniously How do you keep the people who report to you motivated and capable of seeing the big picture Thoroughly revised updated and expanded this classic resource covers a broad spectrum of timely topics and is now truly more than a guide it s a much needed desk reference that tells you everything you need to know to be a department chair The Essential Department Chair contains information on topics such as essentials of creating a strategic plan developing and overseeing a budget key elements of fundraising preparing for the role of chair meeting the challenges of mentoring to increase productivity and creating a more collegial atmosphere The book also explores the chair s role in the search process shows how to conduct a successful interview and what to do when it s time to let someone go And the author includes suggestions for the best practices to adopt when doing an evaluation or assessment The Essential Department Chair Second Edition contains a wealth of new realistic case studies to equip leaders in this pivotal position to excel in departmental and institutional life **Handbook of Technical Writing** Gerald J. Alred,Charles T. Brusaw,Walter E. Oliu,2006 Alphabetically organized and easy to use its nearly 400 entries provide guidance for the most common types of professional documents and correspondence including reports proposals manuals memos and whit papers Abundant sample documents and visuals throughout the book demonstrate effective technical communication reflecting current practices for formatting documents and using e mail In addition advice on organizing researching writing and revising complements thorough treatment of grammar usage style and punctuation to provide comprehensive help with writing skills *This Book Is Not Required* Inge Bell,Bernard McGrane,John Gunderson,Terri L. Anderson,2013-11-21 This edition continues to teach about the university experience as a whole looking at the personal social intellectual and spiritual demands and opportunities while incorporating new material highly relevant to today s students **Guidebook for Clerkship Directors** Alliance for Clinical Education,2014-08-26 a must read for the individual who has accepted the responsibility to direct a clinical clerkship for a medical school JAMA **Guide to American Graduate Schools** Harold R. Doughty,2009-02-24 For students planning further study after college the Guide to American Graduate Schools puts the necessary information at their fingertips Completely revised and updated this long trusted and indispensable tool features comprehensive information on every aspect of graduate and professional study including Alphabetically arranged profiles of more than 1 200 accredited institutions including enrollment locations libraries and other facilities and housing situations Fields of study offered by each institution and types of degrees conferred Admissions standards and requirements recruitment practices and degree requirements

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