

Letters of Recommendation (LOR) Best Practices:

- 1) Letters should be written on UW letterhead with 10-12 point font size, single spaced and no more than 2 pages in length.
- 2) The LOR will often have the date in the upper left corner, followed on the next line by “Dear Department of Medicine Education Committee” for this award.
- 3) Your goal in a LOR is to humanize the nominee, to highlight their accomplishments and their impacts. You do not need to recite elements of their CV, unless in service of demonstrating the presence of some trait or behavior. Your letter does not need to exhaustively include all of their roles and teaching responsibilities.
- 4) **Introduction** (1 paragraph): The first paragraph should include the nominee’s name, title, and core teaching roles. You should also note in this first paragraph your relationship to the nominee (how you know and have interacted with them) and the strength of your recommendation.
- 5) **Body** (1-3 paragraphs): The ideal LOR highlights admirable traits, attributes or abilities of the nominee, using specific examples from your experience along with elements from their CV as confirmation. A helpful way to structure the body of a LOR is to think about 1-3 core attributes/behaviors you want to highlight about the nominee, make each of those a paragraph where the initial sentence notes that you think they embody this characteristic, and follow that up with subsequent sentences that use specific examples.
- 6) **Conclusion** (1 paragraph): Should re-list the core attributes/traits highlighted in the body of the paragraph, restate the award you are nominating them for, and re-emphasize the strength of your recommendation.
- 7) Sign the LOR with your name and role/title, and be sure to carefully proofread before submitting.