



MASSACHUSETTS
GENERAL HOSPITAL

CENTER FOR FACULTY
DEVELOPMENT

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Center for Faculty Development
Office for Clinical Careers
Office for Research Careers
- Graduate Student Division
- Post Doctoral Division
Office for Well-Being
Office for Women's Careers

FELLOWSHIP RECOMMENDATION TEMPLATE

First step:

What are the 3-5 elements of your professional profile that in your opinion need to be included in any letter—skills, accomplishments, qualities?

The danger of giving a full-fledged recommendation to every recommender is that the resulting recommendations will be carbon copies of one another. It is good to draft a full letter for practice, as you will be doing so in the future for other applications, but it may make more sense to provide your recommenders with the skeletal structure of a letter with points you want covered in each paragraph (which will include the elements mentioned above). You can also share your personal statement with the recommenders.

Recommendation letter skeleton:

Add key points for each section:

- Introduction with summary of skills and qualities
- Brief summary of training, with focus on special awards, recognition, and research projects
- Clinical skills, teamwork, patient care
- Research
- Teaching/presentations + service of any kind—wellness committee, etc.
- Concluding summary and clear statement of support for application

Sample letter of recommendation in full form

date

Re: NAME, degree(s), application for [type of] fellowship

Dear Review Committee,

I am very pleased to write this letter of strong support for Dr. [Name], who is applying for a [type of] fellowship. Dr. [Name] is an excellent surgeon, astute clinician, and natural leader who further distinguishes herself by her self-motivation, infectious curiosity, and strong rapport with patients. A [# year] resident in [discipline], she is an outstanding candidate to pursue training in [fellowship discipline].

Dr. [Name] graduated in 20XX [add any honors—e.g., cum laude] with a BS/BA in [discipline] from the University of XXX. She was inducted into Phi Beta Kappa her senior year [or other honor]. She went on to earn her MD from [institution] in 20XX [add scholarships, honors]. During medical school, she served as [leadership roles, if any].

Dr. [Name] stands out among our stand-out residents. Devoted, meticulous, and conscientious, she has excellent surgical skills and clinical judgment, demonstrating a genuine interest in getting to the heart of patients' complaints. She takes advantage of every opportunity to learn; working with me, she [for writer to fill out if relevant]. She demonstrates unbounding professionalism and executes all her responsibilities to the very highest level.

During residency, Dr. [Name] has demonstrated dedication to research. She conducted her own clinical trial / pursued research focusing on... Under the mentorship of Dr. [Name + title], she conducted a study on ... which was published in *Journal* in 20XX. To date, Dr. [Name] has published # peer-reviewed articles as well as # chapters. She has presented at As further evidence of Dr. [Name]'s great promise, she was selected to ...

Dr. [Name] has presented # times at Grand Rounds. She also presented on [topic] at [name of conference]. She is a member of [the Graduate Medical Education Committee/other committee].

In summary, given Dr. [Name]'s outstanding surgical skills, talent for research, excellent fund of knowledge, and proven leadership abilities [if the case], I am certain she will excel in her chosen career path as a [area of expertise]. I highly recommend her as a candidate for a [type of] fellowship.

Sincerely,