

Writing a Strong Fellowship Letter of Recommendation

Often, the mitigating factor in a student application is his/her references. Please keep in mind that students work for months, even years to prepare for this process, so the more time and attention you can offer to craft a letter that reflects this candidate in light of the fellowship and its nuances, the more likely he/she will be competitive in this process.

Consider carefully the specific fellowship criteria and the following suggestions to ensure that your letter best reflects the qualities that make this student an outstanding candidate for this award.

Helpful Hints:

- Discuss why the applicant would be a strong candidate for the specific fellowship. How does this candidate exemplify the personal qualities or selection criteria specified by the fellowship? Specific examples are crucial.
- Indicate what particularly qualifies the student for the course of study that the applicant is proposing. Such letters provide the links between past performance and what is proposed.
- Provide specific information about the applicant—information that committee members can use to determine the applicant’s strengths and that will help shape an interview.
- Provide some context of how the writer knows the applicant—class, research, work, civic, or other context—and for what period of time the writer has known the applicant.
- Show that the writer knows the applicant personally; for example, incidents or actions that are unique to this relationship are more credible than information that could be gathered from the resume.
- Point to specific examples of what the applicant has accomplished. (If the student wrote a brilliant paper, mention its topic and why it stood out. If the student did outstanding work in another regard, explain the nature of this work and its particular strengths, especially as they relate to the goals of the fellowship.)
- Place the student in a larger context; for example, a letter could compare the present applicant to others who have applied for similar honors in the past or who have succeeded in such competitions. If possible, the student can be compared to graduate students or professionals. Quantitative remarks and percentages may be useful, “...among the three best students I have taught,” “...top 5% of students in my 20 years of teaching.” The strongest comparisons have the widest reach, “...among the best in my x years of teaching” is stronger than “...the best in his/her section.”
- Draw on the remarks of colleagues for supporting evidence or the acknowledgement of specific strengths. Letters from professors may also draw on the comments from teaching assistants who may have worked more closely with the applicants.

Not So Helpful: (Letters with any of these qualities will all but eliminate a student from competition):

- Letters that are too short fail to provide specific examples, or instances of points mentioned.
- Generic letters or letters for another purpose sent without regard to the specific fellowship, course of study, or project proposed.
- Letters that merely summarize information available elsewhere in the application or that only present the student's grade or rank in a class.
- Letters that focus too much on the context of how the writer knows the applicant (descriptions of the course or its approaches) and not sufficiently on the student and his or her accomplishments.
- Letters that consist largely of unsupported praise. Kind words that do not give committees a strong sense of how applicants have distinguished themselves are not helpful.
- Letters that damn with faint praise. It is not helpful to say that a student did what might be expected (completed all the reading assignments) or that point to qualities (punctuality and enthusiasm) not germane to the fellowship.
- Letters that focus on experiences that happened quite a few years ago. Even letters from writers with long standing relationships with the applicant need to be as current and forward-looking as possible.
- Letters that may be read as implying criticism (beware of left-handed compliments) or whose criticisms might be taken to indicate stronger reservations than stated. Letters should be honest—and honest criticism, if generously presented, can enhance the force of a letter—but committees take critical comments very seriously. It is best to be cautious when making critical remarks and to avoid any sense of indirection.

Formatting Letters of Recommendation:

- Address letters to the individual who chairs the fellowship committee, if that information is provided, or to the committee as a whole (Example: “Dear Marshall Scholarship Committee”).
- Make sure the letter is dated and printed on department or other appropriate letterhead.
- Letters for major fellowships are usually 1 to 2 pages, single-spaced, or limited to a certain number of words.
- Close with your signature (in a color other than black to distinguish the original from copies) and your full title or titles (e.g., “Assistant Professor of Anthropology” rather than just “Assistant Professor”).

Other Considerations:

- You may want to ask your student whom else is writing for them and what the other writers are likely to say. You can then provide information in your letters that will complement what is being written by others, so that all the letters will provide a more comprehensive picture of each applicant.
- If you are called upon to write letters for two or more applicants for the same fellowship,

beware of using too much of the same language in each, especially if they will be read by the same committee (e.g., the same Rhodes State Committee or Marshall Regional Committee). Such repetition weakens the force of your letters. If you have questions about whether two or more students are applying through the same state or region, please contact the National/International Fellowships and Scholarships (NIFS) Office at nifs@msu.edu.

- Although we encourage students to provide their recommenders with detailed information about themselves, the fellowships, and their proposed projects or courses of study, faculty should beware of leaning too heavily on such material for their letters. Students tend to give much the same information to each recommender and following this material too closely can lead to letters that sound too much the same.
- If you have written a letter in collaboration with another faculty member, be mindful about how you and your colleague use subsequent versions of that letter. We want to avoid situations in which a student is represented by different letters with largely identical language from two different faculty members.

Politely Say “No” to a Student, if:

- you feel that you cannot be emphatically positive in support of a student.
- you recall little more about a student than the recorded grades.
- you think that you are not the best person to write a letter.
- a student approaches you in a highly unprofessional manner.
- you simply do not have the time or material to write a good letter for a student.

You can help the student to consider other possible letter writers, but agreeing to write for a student whom you cannot strongly support is not good for neither yourself nor the student!

NOTE: If you have questions or need assistance, please do not hesitate to contact the National/International Fellowships and Scholarships (NIFS) Office at nifs@msu.edu and our staff will get back with you in a timely manner. Thank you.