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01 July 2021

**Re: Student name**

Dear XX,

The Student Introduction

* Address letter to specific person, if possible
* 1-3 sentences
* Introduces you & the student
* Identifies your relationship
* Demonstrates the context

Body (Scientific)

* Demonstrates your relationship

How do you know the student?

How long have you known the student?

In what context do you know the student?

* Talks about applicants work (role in manuscripts, unpublished work)
* Indicates the applicant’s strengths

Body (Personal)

* + Interpersonal skills, personal attributes and special interests that make the candidate unique
  + Personality/Character
  + Community/teaching involvement (above & beyond what’s required)

Conclusion

* Wrap up your thoughts
* Final comments on the student’s impact
* Consider ranking the student (he is in the top 5% of students I have mentored….)
* Include your contact information

Below my signature you will find a transcript of her exams at Konstanz University. If you have any question, please do not hesitate to contact me.

Yours sincerely,