

## **Instructions for Writing a Letter of Recommendation**

### **Dear Faculty Member:**

The Life Sciences Summer Undergraduate Research Programs (LSSURP) provides intensive research and structured learning experiences. In completing this recommendation please bear in mind that a major objective of this program is to help the participant prepare for graduate studies.

Please submit a letter and comment briefly how you know the applicant, their interactions as an individual and team player, their ability to contribute to and benefit from an undergraduate research experience. Discuss areas in which the applicant needs to improve, as well as his/her strengths.

## **Instructions for Submitting Recommendation Letter**

Please send the letter as a **PDF attachment** to [lssurp@umn.edu](mailto:lssurp@umn.edu). Please save the document with the students' last name, first name and then your initials.

For example, Professor Colin Campbell is submitting a letter for Evelyn Juliussen. The document would be saved as follows: JuliussenEvelynCC.pdf. To convert document to pdf, please visit this website for easy instructions, <http://www.adobe.com/acom/createpdf/>

We need to receive the letter from your e-mail address. We will NOT accept any letters from students. We will NOT accept letters of recommendations in print form.

Please be aware that the student must submit all their application materials by February 15, 2010.

If you have any additional questions please feel free to contact our office at 612-625-2275 or [lssurp@umn.edu](mailto:lssurp@umn.edu).

NOTE: Federal and state laws require that the contents of student files be open to review by the student. Application forms, transcripts, and letters of recommendations sent as part of any application will be open to the student's review upon request, except for references for which the student has provided a written waiver of her or his right of access.