

## Letters of Recommendation

Letters of recommendation are gladly supplied to all jag group members, including alumni. Letters are also frequently requested from individuals outside the research group.

### 1. MANDATORY INFORMATION

1.1. the due date of the letter

1.2. the name and title of the person to whom the letter should be addressed

1.2.1 examples: (Dear) Dr. XYX, (Dear) Prof. XYZ, (Dear) Ms. XYZ.

1.3. the full address of the person to be used on the letterhead, in a format that I can copy/paste.

1.4. the purpose of the letter. Usually I can remember "job application" but if it is along the lines of "travel fellowship to Rio Grande Valley chemistry-in-ethanol festival sponsored by Navasota Rotary Club" this needs to be written down.

1.5. worked examples, 1.2-1.3:

20 January 2014

Prof. József Pálincás  
President  
Hungarian Academy of Sciences  
1051 Budapest, Nádor str. 7.  
Hungary

Dear Prof. Pálincás, Dear Colleagues,

I am writing on behalf of a former postdoctoral coworker with whom I have had a long professional association, Dr. Robert Tuba. We first worked together when I occupied the Chair of Orga-

25 October 2013

Dr. Andreas Gebauer, Chair  
Department of Chemistry & Biochemistry  
California State University, Bakersfield  
Bakersfield, CA

Dear Prof. Gebauer,

I am writing on behalf of one of my former doctoral students, Dr. Giovanni (Giampiero) Rachiero.

21 September 2012

Ms. Kimberly Rohring  
Business Manager  
Office of Science, Technology Transfer and Economic Outreach  
University at Buffalo  
1576 Sweet Home Rd.  
Amherst, New York 14228

Dear Ms. Rohring,

I am writing on behalf of Ms. Cody Watson, who served for two years (May 2010 through May

### 2. OPTIONAL INFORMATION

2.1. Generally, I will write from information I have on file, however....

2.2. If an electronic version of the CV is viewed as helpful, I am happy to have a copy, which I then file with the letter. If a CV is required by recipient of the letter, then be certain that I am given the "final uploaded copy", and NOT a draft version.