



← Letter of recommendation should be on institutional letterhead

8 January 2012

Department of Ecology and Evolutionary Biology
The University of Kansas

Initial statement of the purpose of the letter: to recommend the student for admission

To Whom It May Concern:

I write this letter in strongest support for the application of XXStudentNameXX for admission as a Ph.D. student in your program. I have known XXStudentNameXX for 2½ years as a student in the lab of a close colleague and as part of an extended visit to my own laboratory. I have been more than suitably impressed with his insight, drive, and creativity, and thereby I am happy to recommend him to you most highly.

← How long and in what capacity have you known the student?

← Basic summary statement--positive or negative?

XXStudentNameXX's masters research has been quite well executed, and his dedication to the fine details makes the work a lasting contribution. He has taken a difficult group of birds distributed across much of Mexico, which has seen no modern systematic study, and he has provided a solid basis for a detailed taxonomy and phylogenetic framework for the group. The work will be easily publishable in journals such as *Molecular Phylogenetics and Evolution*, which I consider to be an unqualified success for a masters thesis.

← Factual summary of what the student has done

XXStudentNameXX visited my laboratory for 2 months last year, and impressed me quite a bit with his hard work and drive. He was in the Biodiversity Institute for at least 12 hours daily, and left with a completed molecular dataset for his thesis work. He wasted no time, learned techniques promptly and thoroughly, and immediately proceeded to the analysis phase, effectively accomplishing more than was originally planned for his visit.

← Some additional information, with more detail and/or more personal or subjective details

In sum, I believe that XXStudentNameXX would be an excellent Ph.D. student in your program. He is working effectively with colleagues in three countries, his English is fine (can improve, but it will not be an impediment to his studies), and he reads extensively in the scientific literature. He has my highest recommendation. Please do not hesitate to contact me if you need any further information.

← Summary statement: positive or negative, with some detail in 2-3 sentences

Sincerely,

XXRecommender NameXX

← Title and department of recommender

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← Mailing address of recommender

← Contact details of recommender