OREGON NATIONAL PRIMATE RESEARCH CENTER
GENERAL GUIDELINES FOR LETTERS OF RECOMMENDATION
for
SCIENCE AMBASSADORS APPLICANTS

What we are looking for in a letter of recommendation is similar to what any advanced scholarship program is looking for: Something that will set this candidate apart from the many other students who will be applying for a position in the Science Ambassadors program. (Learn more about the Science Ambassadors program at http://www.ohsu.edu/xd/research/centers-institutes/onprc/public-education/students/science-ambassadors.cfm)

Specifically:

Letters should be 1-2 pages, single spaced. The writer should explain his/her relationship to the student (In what capacity do you know the student? For how long have you known the student?).

The most helpful letters speak to the following:

--What skills does this student possess that would make him/her an asset to the Science Ambassadors program?
--What are the student’s plans for the future? Does s/he desire to follow a career in science?
--What are the student’s special strengths?
--How able is the student to pick up new skills/work as a member of a team/take direction?
--Discuss several of the student’s personal qualities that are directly relevant to this potential position. These might include dedication, self-motivation, ambition, dependability, patience, creativity, tenacity, ability to troubleshoot, listening skills, etc.

If you can include an anecdote that will showcase a particular quality of this student that you feel will be impressive to us (how the student reacted in a particular situation/how s/he responded to a particular challenge, etc.), that would be very helpful.

Letters in support of candidates for the Science Ambassadors program should be placed in an envelope and sealed, with the signature of the author across the flap. These should be provided to the student applicant for inclusion in his/her application packet.

Letters for other programs can be sent under separate cover, and should be addressed as follows:

Diana Gordon
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Oregon National Primate Research Center
505 NW 185th Avenue
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Questions should be directed to Diana Gordon, by phone (503-690-5201) or by e-mail (gordondi@ohsu.edu)