Reference Letter Etiquette: How to ask for a letter of reference

AAPM annual meeting 2021: Creative Science. Advancing Medicine. Robin Miller, MS DABR FAAPM

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Disclosures and Conflicts of Interest

None

 Of note, I have been both a letter of reference recipient and a letter of reference writer

· Letter quality has varied

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Learning Objectives

There are three overall objectives for this session

- Define and describe the different types of reference letters
- Understand how to develop professional references and ask for letters of reference
- Understand how to write different letters of reference

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Different kinds of letter of reference

- For graduate school
- For residency
- · For a new job: first job or next job
- For a promotion: academic or non-academic • For an award or honor



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What do these letters have in common?

The letters need to be positive

• The letters need to include specific examples

- · Work product
- Work ethic
- Special accomplishmentsUnique talents



NO COMMENT

Most employers want to know how well you work with others as well as independently

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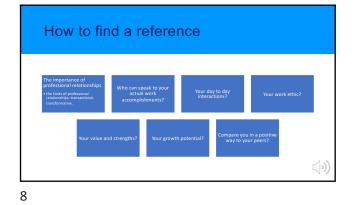
How these reference letters differ

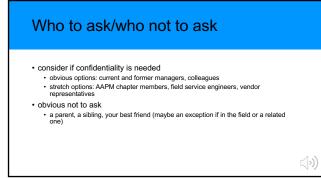
- What are the requirements or specifications of each request?
- · Think about who can support you best for the role
- Do you know of someone in a similar role who is approachable? • For some high level academic positions (associate professor or not worked with directly in order to assess professional impact

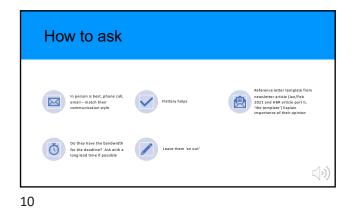
What kind of reference is needed?

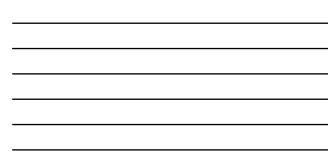
- Do not provide references unless asked to
- Review the number of references requested, prioritize who you think might be suitable, then have back up references in mind
- Review the kinds of references requested

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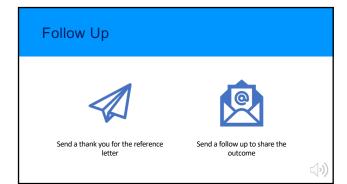














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Resources

From the Harvard Business Review (HBR)

How to Ask for a Reference https://hbr.org/2010/04/how-to-ask-for-a-reference-let-1-2 Letter

 Count House
 https://hbr.org/2010/04/how-to-ask-for-a-reference-let-2

 Letter, Part II: The
 https://hbr.org/2010/04/how-to-ask-for-a-reference-let-2

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