



## Guidelines for Writing a Letter of Recommendation for an Applicant to OSU's MRT Program

1. Provide an accurate assessment of the applicant's suitability for the MRT program rather than advocate for the applicant.
2. Briefly explain your relationship with the applicant:
  - How long you have known the applicant;
  - In what capacity you have interacted (e.g., faculty, advisor, clinical observation supervisor, employer, etc.)
3. Quality is more important than letter length. Focus on the *applicant* rather than details about the clinic, lab, course, assignment, job, or institution.
4. Focus on behaviors that you have observed directly when describing applicants' suitability for the MRT program. Consider describing:
  - The situation or context of the behavior
  - The actual behavior(s) you observed
  - Any consequences of that behavior
5. Describe obstacles that the applicant had to overcome, and if applicable, how those obstacles led to new learning and growth
6. Explain how the applicant may contribute to the program's diversity, broadly defined (e.g., background, attributes, experiences, etc.)
7. Describe how the applicant *has*, or *has not*, demonstrated **any** of the following competencies that are necessary for success in the MRT program.
  - Commitment to Learning
  - Interpersonal Skills
  - Communication Skills
  - Effective Use of Time
  - Use of Constructive Feedback
  - Ethical and Professional Behavior
  - Responsibility
  - Critical Thinking
  - Stress Management
  - Problem Solving
  - Leadership