

Community Research Fellows Training Program Reference Letter Instructions

To the applicant: Please provide this template to people who can provide a recommendation on your behalf. A complete application must include **two** letters of recommendation (1-Professional, 1-Personal).

To the recommender: Please return your completed letter, based on the template on the following page, to

Shakeizia"Kezi" Jones
Gulf Coast Healthy Communities Collaborative and Healthy Families Mothers & Babies Initiative
Gulf Coast Community Design Studio
Mississippi State University
769 Howard Avenue Biloxi, MS 39530
T:228-436-4661
kjones@gccds.msstate.edu

- Please maintain the confidentiality of the process and do not allow the applicant to write or view the letter.
- In the template below, we've inserted seven bullets as guidelines for what to write about; if you are unable to comment or write about some of these items, you may omit them. Simply write about as many of them as you can comfortably address based on your knowledge of the applicant.
- Please provide examples to back up points that you make. For example, instead of saying "Applicant is a great student.", say, "Applicant is one of the stronger students I've taught – on numerous occasions he/she went above and beyond what was required for class, learning three chapters on his/her own outside of the printed syllabus." The more detailed and explicit your writing is, the stronger your recommendation for the applicant will be.

If you have questions, please feel free to reach out to the Community Fellows project team – Tanya Funchess at Tanya.funchess@usm.edu or 601-310-4916; Kezi Jones at kezi.jones@gccds.msstate.edu or 228-436-4661. They are happy to answer any questions you may have.

Your Name (the person writing the letter of recommendation)

Date

Your Address

Your Phone and Email

Your Organization

Re: Reference letter for Applicant Name

To: Community Advisory Board

Attn: Shakeizia"Kezi" Jones, Program Manager

Gulf Coast Community Design Studio

Mississippi State University

769 Howard Avenue

Biloxi, MS 39530

Dear Community Advisory Board Evaluation Committee,

In this recommendation letter, please comment on the applicant's suitability for a research-oriented training program.

1. Please comment on the applicant's abilities as a student.
2. Please comment on the applicant's abilities as a self-starter/self-motivated individual.
3. Please comment on the applicant's character, especially those attributes that evidence his or her ability to commit to helping others.
4. Please comment on the applicant's interest in public/community health and in serving the underserved and vulnerable populations.
5. Please comment on the applicant's network within Mississippi; does the applicant have a strong reach within the community?
6. Please discuss the applicant's desire to attend this training, and the applicant's ability to see commitments through to the end. Do you think the applicant can commit to three hours of training for 16 weeks?
7. Please bring to the attention of the applicant review committee anything not previously addressed that would be relevant to our decision to accept this applicant for training.

Sincerely,

Signature

Name

Title of recommender