



## WRITING A RECOMMENDATION

### When can a recommendation be beneficial?

- When taking part in a motivational interview whilst applying for residency;
- When taking part in a motivational interview whilst applying to certain Master's degree programmes;
- When applying for a job, a recommendation can be provided along with the curriculum vitae (CV), your motivational letter;
- In other stages of your career, when you need to stand out from your competitors and to prove your suitability for the position you are applying for.

### Who writes the recommendation?

The recommendation should provide an unbiased, official feedback about your strengths. Therefore, a recommendation is written by the person who is of a higher rank / position and can reflect your working relationship: your supervisor, practice supervisor, president of an organisation (i.e. Student Association (SA)) and similar.

In some instances, it is requested for the recommendation to be prepared in advance and the supervisor only signs it. For such instances, advice provided below will be helpful.

### The recommendation can be:

- General – when it is not known what the recommendation will be used for. Once the working relationship is completed (i.e. upon completion of training / practice), a recommendation is prepared by highlighting Your general features (i.e. dutifulness, respectful communication with colleagues), which may be important when applying for any working/academic position in the future.
- Targeted – when it is exactly known what the recommendation will be used for (i.e. applying for a specific role in employment). Here, not only Your general strengths will be described, but also targeted ones, which are important for specific roles (i.e. skills in a specific field are mentioned). Also, in targeted recommendations the recipient is provided (i.e. Residency motivational interview committee).



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### Advice on how to write a recommendation:

- If at all possible, the recipient of the recommendation is named;
- It is important to name precisely who wrote the recommendation (the position, name and surname, and contact details), thus if there is a need, contact can be easily made with the person who wrote the recommendation;
- It is essential to state for how long the person, writing the Recommendation, has known You;
- The recommendation has to be written in formal style;
- It is important to stress Your interests, characteristics, abilities etc., which are important for the position you are applying for;
- It is better to write a few features and justify them (i.e. by mentioning achievements or situations which reveal them best), than to write a lot of beautiful words with no justification;
- The recommendation would be reinforced by mentioning Your potential – what characteristics or ambitions, in the opinion of the writer, would help You become a successful specialist in the future;
- Recommendation can mention not just your working skills, but also your relationship with colleagues;
- Please avoid standard recommendation clichés;
- If it exists, the company's logo should be present on the recommendation (i.e. if the recommendation was written by the president of the SA, then SA logo should be incorporated in the document);
- The recommendation has to be positive, easy to read, structured;
- Recommended size of the recommendation – up to one A4 page;
- There should be no grammar or style errors. Written in a single font, tidily spaced.



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The addressee of the recommendation is named (whether it is a company, an interviewer, a committee...)

Residency motivational interview committee

Name of the hospital, Position of the author of the recommendation, Name, Surname, tel. no., e-mail.

The person who wrote the recommendation is identified.

RECOMMENDATION  
FOR LSMU \_\_\_\_\_ RESIDENCY  
\_\_\_\_\_ (date)  
Kaunas

If the recommendation is targeted, then the header identifies what position is it for.

Please provide the details of the student (NAME, SURNAME, university, programme, course), since when and how is the student known. i.e. I have known the student since 2018 when they completed extra-curricular practice at the clinic.

Please write what has the student achieved in that time, what personal characteristics you would like to highlight.

I recommend the student (student name, surname) of Medicine Study Programme at the Lithuanian University of Health Sciences for residency at the \_\_\_\_\_ clinic.

The position, name, surname, signature of the person who wrote the recommendation.



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**If You:**

- Would like us to review your recommendation (or other documents) and provide you with feedback before you send it off to potential employers?

**E-mail it to:** [enrika.ragainyte@lsmu.lt](mailto:enrika.ragainyte@lsmu.lt)

- Would like personal consultation regarding resolving career related issues?

**Then get in touch:**

E-mail: [enrika.ragainyte@lsmu.lt](mailto:enrika.ragainyte@lsmu.lt)

Tel. no.: 865 971 671

\*Time and date of consultation are arranged personally.