

Fast Track Guidelines for Letters of Recommendation

Robert Bosch Stiftung GmbH
Heidehofstraße 31
70184 Stuttgart

20.04.2011
Seite 1

Ladies and gentlemen,

In selecting the participants for our Fast Track program, the compulsory letters of recommendation play an important role. To ensure comparability of these letters and in order to give all candidates an equal chance, we have compiled some guidelines regarding their structure and content. The guidelines are listed below and you are kindly requested to observe them when writing your letter of recommendation.

Your letter of recommendation will be treated in strictest confidentiality. Please hand it to the applicant in a sealed envelope or post it directly to:

Robert Bosch Stiftung
Frau Michaela Reininger
„Fast Track“
Postfach 10 06 28
D-70005 Stuttgart
michaela.reininger@bosch-stiftung.de

Please note that we are unable to return letters of recommendation.

Thank you for your support!

Form:

Please note the following formal requirements:

- Length: one to two A 4 pages
- Language: German or English
- Position and full contact details of the sender
- Place and date
- Re.: „Letter of recommendation for Ms. Samplelady for application to the Fast Track program“
- In the text: name, academic title and date and place of birth of the applicant
- Signature of the sender

Content:

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Please include the following aspects in your letter, when possible:

- Nature and duration of cooperation with the applicant
- Description of the applicant's research, her performance and her track record in research and teaching
- Assessment of the applicant compared to other students/doctoral candidates/staff.
- Special capabilities of the applicant. This includes both her expert competence and personal characteristics such as strong leadership skills, goal orientation and motivation.
- Please present your assessment of the candidate's potential professional development and the position you expect her to reach in future. Please also explain how and why the Fast Track program could support the applicant in achieving these goals.