

## Structure and Purpose of a Reference Letter

A reference letter provides an objective assessment of an applicant's professional and personal qualities, helping admissions committees to evaluate candidates beyond their academic transcripts. It should highlight specific competencies, achievements and character traits that are relevant to the BioMex programme, and it should be written by a professor, supervisor or employer who can recommend you for a place on the programme.

### Structure:

1. **Header & Contact Information** - Include both the applicant's and recommender's contact details (name, address, phone, email)
2. **Introduction** - State who you are, your relationship to the applicant, and how long you've known them
3. **Body** - Describe the applicant's:
  - Personal qualities and qualifications
  - Specific achievements (academic, professional, or other relevant areas)
  - Talents and strengths with concrete examples
  - Motivations and goals for pursuing the program
4. **Conclusion** - Emphasize the applicant's potential for success and why they should be accepted into the program
5. **Signature** - Full name, title, and institutional affiliation

### Key Principles:

- Length: 1-2 pages
- Tone: Factual, neutral, and professional (avoid flattery or exaggeration)
- Content: Specific examples rather than generic statements
- Authenticity: Must be genuinely written by the recommender

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