



# Submitting a Letter of Recommendation

## Guidelines for supporting a candidate for Truman membership

### Option 1:

Send your letter directly to the candidate for them to submit with the rest of their application materials. **This is the best way to make sure that your letter is processed on time with your candidate's application** and is much appreciated by the selection committee.

### Option 2:

If you do not feel comfortable sharing your letter with your candidate, you should **email your letter directly to [recommendations@trumanproject.org](mailto:recommendations@trumanproject.org)**. If you do so, please follow these guidelines:

- Subject line: "Letter of Recommendation for [Candidate Name]"
- PDF format
- Please be sure to include both your name and the candidate's name in the file name

## What the selection committee looks for in a letter of recommendation

At Truman, we find that the best letters stretch beyond the resume and touches on any or all of the following:

- Your candidate demonstrates a **desire to serve others before themselves**;
- Your candidate **aspires to lead** in national security and global affairs by leveraging their expertise in policy, politics, and/or defense operations;
- Your candidate **understands the importance of and actively seeks out collaboration** with others whose expertise is outside their primary zone;
- Your candidate will be **committed to [Truman Project's mission](#)**;
- **Specific examples of your candidate's leadership qualities**: This gives context to the entire application, and can include instances of your candidate's leadership on a project, commitment to values, or commitment to service.

## Important Dates

Candidate applications are due by 5:00pm PDT on Friday, 16 August. **All letters of recommendation must be submitted by the application deadline. Letters submitted after 16 August are not guaranteed to be processed, and the candidate's application may be negatively impacted.**

## Important Information for Members

Truman members may submit no more than two letters of recommendation. **If you strongly support a candidate, please submit a full letter of recommendation.** A full letter will do significantly more to improve your candidate's chances of acceptance.