

JANE STUDENT

(S A M P L E E M A I L C O N T E N T)

✉ jane.student@waldenu.edu

To: mary.jones@mail.waldenu.edu

Subject: Request for a Letter of Recommendation

Dear Dr. Jones:

Thank you for serving as my dissertation committee chair. I am applying to the Fulbright Scholar Program, a selective educational exchange program offering experiences in 155 countries around the world. Specifically, I am applying for the Teaching Award through Fulbright. For more information about this program, please visit the following page: <https://www.cies.org/>. I am also including a copy of my project statement to help you learn more about my interests.

As my dissertation chair, would you please write a letter of recommendation for me that addresses the following:

- Your relationship to me (dissertation committee chair)
- My academic work (e.g. research skills, writing skills, collaborative work, quality of work, etc.)
- My interpersonal and relational skills and competencies
- My international experience and development work

If selected for a Fulbright scholarship, I would have the privilege of applying my teaching and research skills abroad, thereby impacting social change on a larger scale. My long-term goal is to become an international business consultant, public speaker, and college instructor who shares business knowledge with university students. Ultimately, I would like to help communities and institutions improve work conditions and business processes, creating healthy, adaptive work cultures.

In addition to pursuing my Ph.D. in Management, I have an M.S. in Project Management and a B.S. in Business Administration. I am currently the Director of Organizational Development for a large nonprofit organization. My electronic portfolio at <http://portfolio.com> features my curriculum vitae and includes course projects, academic and professional work, skills and competencies, and achievements. My LinkedIn profile at www.linkedin.com/jane.student provides additional evidence of my qualifications.

If you agree, please let me know and I will add your name to Fulbright's online application system, Embark. You will then receive an email directly from Embark asking you to register on the system and complete the recommendation. The email will be from "Fulbright Scholar Program (nonreply@embark.com)." Also, please email a PDF attachment to me at jane.student@waldenu.edu by April 1, 20XX.

I aim to follow in your footsteps by merging the knowledge gained from my doctoral program, my business experience, and my passion for teaching to become an international educator and change agent.

If you have questions, please contact me at 612-312-xxxx or jane.student@waldenu.edu. Thank you for considering my request.

Sincerely,

Jane J. Student

Walden Ph.D. in Management student, expected graduation Spring 20xx