



## SUMMARY

CICASP Seminar in Science Communication #123\*

*Career development tools #2: writing (self-) recommendation letters, Part I*

5 PM-, Wednesday, February 26, 2020 (PRI 3F Library Seminar Room)

In this workshop, we learned how to write effective recommendation letters for future professional applications (e.g., jobs, grants). We started the workshop by introducing the key elements of recommendation letters, and discussed the do's and don'ts of writing them (e.g., appropriate tone and language). We read and discussed actual examples of recommendation letters written for academic job applications. This discussion was followed by an exercise in which students read a recommendation letter and talked about: (1) the vocabulary that is useful for writing recommendation letters (2) the key questions that should be addressed in such letters.

*\*The PowerPoint slides for this seminar, which include tips, more examples, and links to online resources, will be posted on Muriqui soon (go to English version -> BOARD -> CICASP).*

## OUTLINE

CICASP Seminar in Science Communication #124\*

*Career development tools #2: writing (self-) recommendation letters, Part II*

5 PM-, Wednesday, March 4, 2020 (PRI 3F Library Seminar Room)

Now that we have started thinking about how to advertise ourselves professionally, let's reflect more on our own achievements and strengths as scientists, and write about them. In this workshop, you will write **self-recommendation letters** that highlight your experiences and qualities. You will use the tips provided in the last week's workshop to write your own recommendation letter and get feedback to improve it. Of course, you are more than welcome to join even if you missed last week's seminar.

*\*Please bring the handouts provided in the previous workshop if you have them.*

**\*\*Remember to bring your laptop or paper and pencil!**

**\*\*\*This workshop will not be videocast to WRC, but we hope to offer a similar set of workshops at WRC in April!**

In the following seminars, we will practice professional interviews.

## Schedule of CICASP workshops [Fall 2019/2020]

### On the Horizon:

- **Science blogging** – fantastic way to share your research and ideas with a broader audience