**School of Biological, Environmental & Earth Sciences**

The University of Southern Mississippi

118 College Dr., Mailbox 5018

Hattiesburg, MS 39406

[Insert today’s date here]

Dear USM REU SITES selection committee,

I write to you today as a character reference for [insert student’s name here].

[Insert, in paragraph form, a description of why the student should be admitted into the Gulf Coastal Plain Ecology REU program. In your description, be sure to mention the following:

* Information on how long and in what capacity you have known the student.
* An overall description of the student’s character as you have come to know it in your time working with them.
* The extent to which the student’s goals and interests match those of the program.
* The student’s academic performance, reliability, ability to work as part of a group, and service contributions.
* Likelihood of this program to have a major positive impact on the student’s career trajectory.]

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

signature

[Insert your typed name here]

[insert your job title here]

[Insert the name of your employer here]

[insert your preferred method of contact here (email or phone usually)]