

MARUM Supervision Workshop

Writing Recommendation Letters

17 September 2019

Objectives of the workshop series

MARUM aims to provide excellent conditions for the education and professional development of early career researchers (ECR). To ensure a high quality of supervision, we make sure to support those who are responsible (“train the trainer”).

The MARUM Supervision Workshops address everyone at MARUM who is involved in the supervision and / or mentoring of ECR. The main objective of the workshops is to ensure a high quality in the supervision of ECR and to develop best-practice approaches. In addition, the workshops provide an important opportunity for exchange among the community of supervisors and mentors.

Objectives of this particular workshop

Recommendation letters are an important tool for early career researchers to promote themselves to potential new employers or when applying for professional activities such as, for example, research stays or summer schools. In most cases, supervisors and mentors who are asked to write such a letter aim to write a positive letter that helps their protégé to be successful with their application – a task that can be quite challenging.

In this workshop, we would like to discuss questions like

- What the letter should say and what it should *not* say
- How to present a candidate truthfully but positively
- How to write a “not-so-enthusiastic” letter
- How to avoid gender and/or cultural bias
- Cultural differences , e.g. between an (understated) northern European and an (overenthusiastic) American style

There will be some short lectures to provide some basis for the discussion. Among others, **Prof. Dr. Gregor Eberli** from the University of Miami followed our invitation to share his long-time experience in writing recommendation letters and his knowledge of cultural differences between Europe and the United States in this respect.

Target group

MARUM members who are in the role of supervisors/mentors for early career researchers and who are (frequently) in the situation of having to write recommendation letters.

Location and Time

GEO building, room 3010

09.30 – 12.30 hrs.

Registration

In order to be able to plan the resources for the workshop, we kindly ask you to send an e-mail to Tina Klose (cklose@marum.de) if you would like to participate.