O'Hare International Center
10275 West Higgins Road, Suite 500
Rosemont, IL 60018
Phone: 847-692-7050
Fax: 847-720-7617
aana.com/faana

# Choosing your Recommenders

**To get the best possible letters of recommendation to support your application, consider these tips.**

1) **Think about your professional relationships.**
   If your recommender doesn't know you and your work well, they won't be able to write you a good letter of recommendation. The individual should be very familiar with the specific impact of your work, contributions, and achievements. The details they provide should align with or expand upon other areas of your application.

2) **Choose someone who *wants* to write you a good recommendation.**
   Your recommender should like you and be impressed with you enough to speak highly of what you've accomplished in your career. Communicate that you would appreciate their honesty, and you can ask someone else if they don't have the time or inclination to write you a strong letter. It's important to give them an out.

3) **Chose an experienced leader, educator, researcher, or advocate for the profession.**
   Statements from those with extensive experience and who are held in high regard by others in their profession will likely carry more weight.

4) **Choose a good writer.**
   This will be someone who you know is a diligent, detail-oriented, and articulate person. This letter represents you and is an important part of your Fellows application. A poorly written, or vague, letter will inadequately represent you.

5) **Choose someone reliable.**
   A strong letter of recommendation with glowing remarks will not matter if it isn't delivered.

6) **Information to provide to your recommender *before* they write the letter:**
   a) Your reasons for applying to the Fellows program.
   b) Your current contact information, so your recommender can reach you if necessary.
   c) Address the letter to: *Fellows of the AANA Selection Committee.*
   d) Fellows application deadline is February 1, 2027, at 12:00 PM (noon) CT, so provide your recommender a deadline *well before* the actual application deadline.
   e) Letters may be on professional or personal letterhead, clearly show all the contact information for the recommender, and must be signed by the individual writing the recommendation. Handwritten or electronic signatures are acceptable.
   f) Each letter of recommendation should not exceed two (2) pages in length.

***NOTE:*** Letters of recommendation will not be accepted from current Fellows Selection Committee members, current AANA Board members, current AANA Foundation Board members, and current AANA staff at the time of application.