

## ATTACHMENT 5

### ADD HEADER

#### Template: Request for Letter of Recommendation

Position: Auto-Filled

Message:

This message is to inform you that you have been listed as a reference by (Auto-Filled Name), who has applied for the position of (Auto-Filled Position Title) at the Center for Cancer Research (CCR), National Cancer Institute (NCI). Your letter of recommendation will be an important part of the application and we kindly request your submission no later than (Auto-Filled Review Date or Closing Date). If you do not wish to or are unable to provide a recommendation for this candidate, please indicate so by visiting this link (Auto-Filled URL).

You may upload your letter of recommendation, by visiting (Auto-Filled URL). Uploading your letter into our on-line application system assures that your letter immediately becomes part of the candidate's application package and provides for an immediate acknowledgement to the candidate that your letter has been received.

Your letter of recommendation should address the candidate's strengths and areas needing improvement, potential for success in the position, and any other information you feel the search committee would find helpful in considering the candidate's application. Your letter, of course, will be considered confidential and will not be shared with the candidate. A description of the position can be located at (Auto-Filled URL).

CCR rigorously seeks to find talented individuals best suited to achieve our mission. Thank you for your important contribution to this process.

**About the Center for Cancer Research (CCR):** CCR comprises nearly 250 teams conducting basic, translational, and clinical research in the NCI intramural program—an environment supporting innovative science aimed at improving human health. We are working on the cutting-edge, from the development of ground-breaking immunotherapy approaches to the creation of the human papilloma virus (HPV) vaccine, to solve the most pressing problems in the field through basic, translational and clinical cancer research to create the cancer medicines of tomorrow. CCR's clinical program is housed at the NIH Clinical Center—the world's largest hospital dedicated to clinical research. For more information about CCR and its programs, visit [ccr.cancer.gov](http://ccr.cancer.gov).

### ADD FOOTER

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### **Template: Request for Letter of Recommendation - Reminder**

Position: Auto-Filled

Message:

As a reminder, you have been listed as a referee by (Auto-Filled Name), who has applied for the position of (Auto-Filled Position Title) at the Center for Cancer Research (CCR), National Cancer Institute (NCI). As of today, we have not yet received your letter. The deadline for letter submission is (Auto-Filled Review Date or Closing Date). If you do not wish to or are unable to provide a recommendation for this candidate, please indicate so by visiting this link (Auto-Filled URL).

You may upload your letter of recommendation, by visiting (Auto-Filled URL). Uploading your letter into our on-line application system assures that your letter immediately becomes part of the candidate's application package as well as provides for an immediate acknowledgement to the candidate that your letter has been received.

Your letter of recommendation should address the candidate's strengths and areas needing improvement, potential for success in the position, and any other information you feel the search committee would find helpful in considering the candidate's application. Your letter, of course, will be considered confidential and will not be shared with the candidate. A description of the position can be located at (Auto-Filled URL).

Thank you for the support of our efforts to recruit talented individuals in support of our mission.

## **ADD FOOTER**

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**Template: Confirmation Receipt - Letter of Recommendation**

Position: Auto-Filled

Message

This is to confirm receipt of your letter of reference related to (Auto-Filled Name's) application for the position of (Auto-Filled Position Title) at the NCI Center for Cancer Research.

We recognize that providing a letter of reference takes a significant amount of time and we thank you for your willingness to provide us with your insights regarding this candidate. Your letter, of course, will be considered confidential and will not be shared with the applicant.

CCR rigorously seeks to find talented individuals best suited to achieve our mission. Thank you for your important contribution to this process.

Cc:

(Auto-Filled Applicant's Name)

**ADD FOOTER**