FAHA REFERENCE LETTER TEMPLATE

1) Statement on what candidate is being recommended for; example: *I am happy to recommend XXX for FAHA in the American Heart Association affiliated with the Council on Clinical Cardiology.*

2) Summary of candidate’s education (degrees received and institutions where obtained)

3) Candidate’s current position and number of years in this position

4) Summary of candidate’s science expertise and skills, and significant work (research or clinical)

5) Summary of research grants

6) Number of publications in peer-reviewed journals, noting any significant publications

7) Summary of awards and honors

8) Describe candidate’s volunteer involvement in AHA or International Society (organizations name, committees, leadership positions, and other types of service)

9) General statement on why candidate should be elected FAHA