



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

Letters of Recommendation

1. Your Fellows application requires three (3) letters of recommendation (each not to exceed two (2) pages in length). You will upload these letters with your application.
2. 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.
3. The letters can be from a current Fellow of the AANA, a Fellow of another healthcare organization; a senior-level executive in your professional institution; supervisor or department head at your facility; program director or educator in your educational institution; professional peer.
Please 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.
4. The individuals should be very familiar with your work, specific achievements, and career trajectory.
5. The statements in the letter should provide detailed descriptions regarding the enduring impact of your contributions and achievements. This may include examples and outcomes.
6. Very general or broad sweeping recommendations may not adequately illuminate your accomplishments.
7. The statements should support or expand upon what you've provided in other areas of your application.

Recommenders may want to consider these questions as they write the letter:

- What makes this CRNA outstanding?
- In what *specific* ways do they stand out?
- What attributes do they exhibit that sets them apart from their peers?
- What is the *enduring* impact this CRNA has made on the profession of nurse anesthesia?
- What are examples of how the applicant supported or improved policies or practices within his/her facility, institution, or professional association?
- How has the applicant demonstrated commitment to the vision and values of AANA and/or their state association?
- How has the applicant made significant contributions to the advancement of nurse anesthesia in the areas of clinical practice, administration, advocacy, education and/or research at the national or state level?
- Details should expand beyond experience as a board or committee member and highlight individual achievements and the lasting impact they have had on the profession of nurse anesthesia.