



Pre-Health Student:

The form on the back of this document will assist your letter writers with writing your letters of recommendation on your behalf for your health professional graduate program. **Our office recommends that you obtain no more than 5-6 strongly written letters of recommendation.**

It is important to reach out to your potential letter writers early to determine whether they agree to write a strong letter of recommendation on your behalf. If the letter writers agree, then this form will provide guidance in writing letters that identify the qualities professional graduate programs seek in their applicants. **This form alone is not a means for you to request a letter of recommendation.**

This form is helpful not only for your letter writers but also for you, the applicant, to evaluate why you are asking specific individuals for letters. That is, can you easily answer the prompts with a specific letter writer in mind? Can you recall substantial, meaningful interactions with this person? For example, for those who taught you in a course, did you have conversations that went beyond the typical scope of the course lectures? Did you submit a standout assignment(s)? If not, perhaps another letter writer would be a better choice.

Letters of Recommendation need to be complete and submitted ideally prior to application submission. Please keep in mind a few factors:

1. Health professional graduate programs vary on the type and number of letters required. Our office highly recommends you ***verify all of the admissions requirements of each program*** that you plan on applying to ensure that you comply with all of their admission requirements, including those regarding the letters of recommendation.
2. Our office requires at least 2 science (biology, chemistry, or physics)* letters of recommendation and 1 non-science (humanities, social science, math, or fine arts) letter of recommendation from faculty members whom you have taken three- or four-credit lectures (not labs). Some programs require additional letters of recommendation such as from a professional in your chosen field, research mentor/PI, volunteer coordinators, etc. It is the student's responsibility to determine what letters they will need when it comes time for them to apply.
3. The best letters tend to come from faculty, supervisors, and mentors who know you well and for over an extended period of time.
4. Writing a letter of recommendation can take time to write! Be courteous and give your letter writers ample time (up to a few months) to write and submit a letter of recommendation on your behalf.
5. A medical school may delay reviewing your application until it has received all letters of recommendation that you have designated for that school.

Tools and resources to help you and your letter writers:

- You may be asked to share a copy of your resume, CV, personal statement, transcripts, or other documents with your letter writer. If it has been a while since you have last seen them, stopping by their office during office hours or including a photo of yourself may be helpful.
- AAMC Guidelines for Writing a Letter of Evaluation can be useful to your letter writers!
- Some program applications include a letter service as part of the application fee. Applicants can choose to either utilize our office, Interfolio, or have their letter writers each individually upload directly to your application. If you need assistance with determining which may be the best option for you, please see one of our pre-health advisors.

*Letters of recommendation from math professors can be a grey area at times. Some programs consider math letters as science letters while others do not.

Instructions: This form is to be completed by the applicant to be given to Letter Writer. This is not to serve as a letter of recommendation.

:

(Applicant Name, Graduation Year, Pre-Health Track)

How long and in what capacity have we known one another?

Why am I the right person to write this letter?

The AAMC [resource](#) “Guidelines for Writing a Letter of Evaluation for Medical School Applicants” lists 15 core competencies. In the space below, pick 2-3 core competencies that you have demonstrated that I am able to elaborate on in this letter. Please provide specific examples.

What examples, ideas, or themes do you want me to highlight in this letter?

To whom should I address the letter?

Where/how should I submit the letter? _____

Date when the letter is needed: _____

****Optional (to be completed by the applicant and confirmed with the letter writer):**

Please send me an email to let me know when the letter has been submitted: Yes No

If indicated, use the following email address: _____

I will send a reminder a week before the letter is needed if it has not yet been submitted: Yes No

This is a tool to facilitate communication between potential letters of recommendation writers and applicants. Completing this form does NOT ensure a requested letter will be written by any letter writer. **Letters of recommendation should be in a word document/PDF with a letterhead, date, and the letter writer’s signature.**