



Who Should Write Your Letters of Evaluation?

Admissions committees expect to see letters from the following people:

- A science professor, upper-level preferred
- A supervisor from clinical or research experience
- A professor from your undergraduate major
- A professional with whom you have shadowed
- Your supervisor, if you are currently employed or volunteering

Avoid sending letters from teaching assistants, friends, school alumni, relatives, clergy, or politicians, *UNLESS* they personally supervised your professional work or research and can comment on the specific attributes being evaluated in the admissions process.

A substantive letter of evaluation has three important features:

1. The author knows the required intellectual ability and professional effectiveness necessary to succeed in health professions program specified.
 2. The author knows the applicant well enough to evaluate his or her relevant qualifications.
 3. The writer provides not only an overall assessment of the applicant, but enough supporting detail to validate his or her conclusions.
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Letters of Evaluation Dos and Don'ts

DO inform your letter writers you will be applying to multiple institutions. They will want to address your letters of evaluation generally (i.e. Dear Admissions Committee, To Whom It May Concern).

DO ask if your letter writer is willing to write you a strong recommendation.

DON'T wait until the last minute to ask for a letter. Professional courtesy is one month.

DON'T wait to provide supporting documents (resume, Applicant Evaluation Form, etc.).

DON'T forget to write a thank you note or card afterward!

Adapted from: <http://www.ivyleagueadmission.com/medreftips.html>