

Letter of Recommendation Outline

I. Introduction: Purpose of the letter (i.e. student is applying to medical school, dental school, graduate school etc.)

II. Nature of Relationship with Student

- The circumstance by which you know the student (i.e. Why did this student choose you as an evaluator?)
- How well do you know the student? For example, how much time did you spend with the student per week? What was the duration of the time spent? A semester? Two weeks?
- If there are other ways you got to know student, perhaps outside the classroom, this may be worthy of mention. For example, did you supervise this student in a research setting? Did you advise this student or did you serve as a faculty advisor to an organization in which this student actively participated?

III. Academic Achievement

- If you taught and graded this student, describe the student's achievements in class and/or his or her passion for the discipline, learning style, aptitude, etc. When possible speak to how this student ranks in comparison to other students in the class or in relation to students you have taught over time.
- When relevant, discuss how the student overcame difficulties, challenges, and/or deficiencies. For example, did the student complete extra work, participate in study sessions, attend office hours, etc.?
- Has the student shown significant interest or ability in areas such as research, teaching, service, leadership, etc.? How has the student grown academically?

IV. Personal Attributes

- Do you know anything of the student's relationships with friends and family that would be particularly relevant to the students' success as a health practitioner? If so, this may be worthy if mention.
- When possible, discuss the student's diversity of interests and activities. Are there any experience(s) you feel demonstrate the character and unique qualities of the student. Examples of areas that could be included are travel, previous work experience, volunteer activities, sports, music, arts, and leadership.
- Demonstrate evidence of student's ability to manage stressful situations, rigorous course loads, and multiple responsibilities. Can the student be flexible when required?
- How does the student communicate with others? For example, how does the student manage conflict, lead, work collaboratively, etc.?
Is the student well liked by fellow students, by instructors and/T.A's, by you?
What makes this student well-liked?
- Has the student demonstrated empathy for patients, a desire to help others, and/or a passion for service?
- Do you believe this student is ethical and has integrity?

V. Closing

- Reiterate outstanding and/or unique attributes of the student.
- How confident are you in the student's potential to contribute to society as a health care professional?
- To what degree do you recommend this student? Realize you do not have to use the term "recommend", but it is useful to the admissions committee for you to qualify your evaluation to the degree that you can.