

# GUIDELINES FOR LETTERS OF RECOMMENDATION

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Here are the qualities you would want highlighted by any recommender.

- The letter should make it clear that they know you well;
- That they've known you long enough to write with authority;
- That they are confident that they know the caliber of your work; They can describe your work positively;
- They have a high opinion of you;
- They know where you are applying (i.e., medical school, dental school, osteopathic school);
- They know your educational and career goals;
- They should be able to favorably compare you with your peers;
- Letters should be on letterhead, signed, and dated;

## SAMPLE LETTER

Dear Members of the Admissions Committee:

I am writing to you in support of [Mr. /Ms. Full Name] and [his/her] desire to attend [University Name] for the [Program Title] program. Though many students ask me to make this request on their behalf, I only recommend students whom I feel are well-suited for the program of their choice. [Mr. /Ms. Last Name] is one of those students and therefore, I highly recommend that [he/she] be given the opportunity to attend your university.

As [Professor's Title] of [Professor's Department] at [University Name], I work with many students who have substantial knowledge of [Subject]. Each year I notice that only a few outstanding students offer a unique perspective and really embrace their learning of the subject matter. [Mr. /Ms. Last Name] has consistently shown such a strong desire to learn that I simply could not turn down [his/her] request for recommendation.

I first met [Mr. /Ms. Last Name] in my [Course Title] course during the [Season and Year] semester. Compared to the class average of [Class Average], [Mr. /Ms. Last Name] earned a [Grade] in the class. [Mr. /Ms. Last Name] was evaluated on [explain basis for grades, e.g., exams, papers, etc.], in which [he/she] performed exceptionally well.

Though [Mr. /Ms. Last Name] has consistently exceeded in all areas of [his/her] coursework, the best example of [his/her] intelligence shone through a [paper/presentation/project/etc.] on [work's title]. The work clearly showed [his/her] ability to deliver a clear, concise and well- thought presentation with a new perspective by demonstrating [embellish here].

[Mr. /Ms. Last Name] continues to impress me with [his/her] knowledge, skill and dedication to [his/her] work. I'm sure you will find [him/her] to be a student whose talents will only shine further through your graduate program. It is my hope that you will accept [his/her] admission to your university. Feel free to contact me if you require further information.

Sincerely,  
[Professor's Name] [Professor's Title] [University]