

Guidelines for Writing Letters of Recommendation

A Guide for Faculty

Overview

Letters of Recommendation (LOR's) are an important part of a student's application for residency training. In a 2012 survey of residency program directors, 81% cited LOR's as a critical factor for selecting applicants to interview. This factor was second only to USMLE Step 1 scores. Further, most program directors cited LOR's as an important factor in ranking candidates for the Match.

LOR's are important because they convey far more about a candidate than grades, scores and class rank. Residency programs use them to learn about the student's clinical judgment, technical abilities, interpersonal skills and professional attributes: qualities that simply cannot be conveyed on an academic transcript.

This guide is intended to assist faculty members who have agreed to write a letter on behalf of a medical student seeking assistance with their residency application. This document may also be useful for LOR's for other purposes.

Prerequisites

- You know the student
 - As a clinical faculty member (i.e. attending, clerkship director)
 - As a research advisor for research
 - LOR's from preclinical faculty (except for research advisors) or residents are not used for residency applications.
- You know the student well enough to write a **supportive** recommendation.
- **Letters should be written on letterhead and signed**
 - Electronic letters must be in PDF format with an electronic signature.

What information do you need from your student before writing a letter?

- A "Request for Letter of Recommendation Coversheet" (For ERAS only)
 - Check to see if they do or do not waive their right to see the letter
 - AAMC ID# is good to have, but if it is not on the coversheet, it is ok. You can still write the letter and send it in.
- Have a discussion with the student
 - Learn about their interests and future goals
 - Is there anything specific they would like you to focus on?
 - Should your letter be specialty specific (this candidate will be an excellent Ob/Gyn) or general (this candidate will be an excellent and hard working resident)?
- You may want to ask for a student's:
 - CV
 - Personal statement
 - Copies of evaluations
 - Transcripts
 - A photograph (to jog your memory if you haven't worked with the student in a while!)

References:

AAMC Careers in Medicine Website
Anna D. Taylor, M.A., Ed., Associate Professor & Director of Career Advising,
Oregon Health & Science SOM
Created by: Drexel University College of Medicine Career Development Center

Guidelines For Writing Letters Of Recommendation

Marcel A. Müller



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