

# 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

**Graham Pointon, Stewart Clark**



## **Guidelines For Writing Letters Of Recommendation:**

How to Write Recommendation Letters Shaun Fawcett, 2013 How To Write Recommendation Letters Power Tips and Phrases To Write Any Reference Letter This unique how to manual with links to multiple real life recommendation letter templates is a powerful resource that will enable you to quickly and effectively write ANY type of recommendation letter or reference letter for any situation Unlike most other resource books in this niche this particular how to manual goes beyond just writing letters of recommendation and reference for admission to college and university programs Instead it covers the writing of ALL types of recommendation letters and reference letters for ALL situations personal business character employment AND college admission Here s what you will discover in this valuable recommendation letter resource book The differences and similarities between recommendation letters and reference letters How you can determine whether you need to write a reference letter or recommendation letter Writing style and strategy tips for writing each different type of recommendation letter Formatting and length considerations for composing all recommendation and reference letters How to easily adapt pre written recommendation and reference letters to suit your needs More than 150 Recommendation Power Phrases to use in whatever letters you need to write Opening Statements what they are and how to start your letter effectively with them Assessment Statements what they are and how to phrase them for maximum impact Closing Statements what they are and how to word them appropriately How to write and format Employment related Recommendation letters How to write and format Employment related Reference letters How to write and format College Admission related Recommendation letters How to write and format College Admission related Reference letters How to write and format Character Reference letters How to write and format General Reference letters How to write and format Commendation Letters How to write and format Performance Evaluation Letters IN ADDITION this ebook contains IN CONTEXT HYPERLINKS that will take the reader directly on the Net to actual fully formatted sample templates of whichever type of letter they are seeking The contents of this e book is based on the same author s long time best selling paperback titled Instant Recommendation Letter Kit How To Write Winning Letters of Recommendation which is widely considered to be the number one resource on the planet for writing recommendation letters and reference letters for ALL situations If you need to write ANY type of recommendation letter or reference letter this e book is the definitive resource on that subject *How to Write Successful Letters of Recommendation* Kimberly Sarmiento, 2014-12-22 Letters of recommendation are a part of every standard school or job application As an employer professor colleague peer or friend chances are that at one point or another you will be asked to put a person on paper and every word counts How to Write Successful Letters of Recommendation is your one stop source for painting the perfect picture in just one short letter You will learn everything you need to know about writing the perfect letter of recommendation that will get your friend colleague or student accepted or hired The most effective letters of recommendation are accurate succinct descriptive and powerful and include realistic evaluations of

performance and capability With ideas about how to start your letter and topics to include this complete guide will teach you how to do just that as you construct the perfect letter from start to finish Outlined in ten easy steps this complete guide gives you the tools you need to write reference letters that your employees colleagues students and friends will appreciate This book is filled with tips and tricks for personalizing the letter and making your friend student employee or coworker shine With a word bank of powerful phrases and descriptive words you ll have everything you need to make your letter stand out at your fingertips Sample letters of recommendation are also included along with explanations of why each one is effective and tips for replicating these letters in just minutes You will learn about the different types of recommendation letters from employment to academic to volunteer and how to direct your letter to the appropriate audience You ll even learn what to do if someone you haven t worked with closely asks you to be a reference or how to deal with being asked for hundreds of recommendations at once This exhaustively researched book will even teach you how to politely avoid writing letters for those people you aren t quite comfortable recommending The Companion CD ROM is filled with templates examples word banks and worksheets so that you can easily learn to verify experience confirm competence build credibility and bolster confidence with just a simple letter A recommendation is more than just a letter it s often make or break in a candidate s application for school volunteering or employment With the step by step instructions and writing guidelines in this book you will learn how to write introductions opening statements the body including a well written vivid assessment of character and work ethic and a strong conclusion This new book will also teach you how to appropriately sign your letter and will provide you with tips of re reading and editing it to make sure you gave an effective recommendation We spent hundreds of hours interviewing high school teachers college professors employers and more who have nailed the art of composing effective communications With *How to Write Successful Letters of Recommendation* your employees colleagues students and friends will see you as their go to source to helping them succeed in their next big venture *Teacher-scholar Program for Elementary and Secondary School Teachers* , **School Counseling Practicum and Internship** Helen S.

Hamlet,2016-10-28 *School Counseling Practicum and Internship* 30 Essential Lessons combines crucial counselor knowledge with the experience of experts in the field into one practical guide for addressing the real world of school counseling Drawing on more than a decade of teaching author Helen S Hamlet PhD presents a collection of lessons and techniques that includes forms websites activities and current information focusing on a range of challenging issues This unique text is a resource that practicum and internship students counselor educators and practicing school counselors will keep and refer to for years to come *Handbook of Career Development in Academic Psychiatry and Behavioral Sciences, Second Edition* Laura Weiss Roberts, M.D., M.A.,Donald M. Hilty, M.D.,2017-04-12 With real world advice from professionals in the field this Handbook provides step by step guidance to approaching tasks and challenges that face academic faculty members such as interviewing for positions evaluating contracts and offer letters reading and preparing a basic budget giving feedback and

engaging in self care      Handbook of Research on Developing Competencies for Pre-Health Professional Students, Advisors, and Programs Ganjoo, Rohini, Schwartz, Lisa S., 2022-05-27 Today there is a significant need for healthcare professionals across disciplines and sectors as the world faces unprecedented health challenges and adopts innovative healthcare technologies Despite this demand for a competent and eager healthcare workforce the education and processes to becoming a qualified healthcare professional are complex and intricate which may turn people away from this path due to confusion fear or doubt In order to encourage and support those involved in medical education further study on the best practices and challenges of developing confident and capable health professionals is required The Handbook of Research on Developing Competencies for Pre Health Professional Students Advisors and Programs provides insight into the critical skills and expertise essential for those interested in pursuing employment in healthcare as well as current procedures and training to support them during their academic and professional careers Covering topics such as lifelong learning skills healthcare professions and strategic learning this major reference work is crucial for advisors nurses healthcare professionals academicians researchers practitioners scholars instructors and students      *Basic Business Communication* ,

Recommendations by Judges Cynthia Gray, 1996      **Words: A User's Guide** Graham Pointon, Stewart Clark, 2014-06-03 Words A User s Guide is an accessible and invaluable reference that is ideal for students business people and advanced learners of English The book is structured in groups of words that may be confused because they sound alike look alike or seem to have similar meanings and this approach makes it much more intuitive and easy to use than a dictionary Contrasting over 5000 words such as habitable and inhabitable precipitation and rainfall reigns and reins Words a User s Guide provides examples of usage adapted from large national databases of contemporary English and illustrates each headword in typical contexts and phrases This book gives you straightforward answers and helps with pronunciation spelling style and levels of formality For those working internationally it presents international standards and compares usage in Britain and the USA Words A User s Guide is an excellent resource for anyone who wants to communicate well in written and spoken English At last A book about the use of words that clarifies and de mystifies in an eminently usable way I would recommend it to anyone who wants to write well It is a book to keep Sandy Gilkes Head of the Centre for Academic Practice University of Northampton Rigorous fresh intriguing and downright useful it deserves a place on every properly stocked reference shelf Brian Cathcart Professor of Journalism Kingston University From the pedantic to the permissive everyone who s interested in the English language and the way we speak and write it will want a copy of this practical entertaining book Wynford Hicks author of Quite Literally and The Basics of English Usage      **How to Say It, Third Edition** Rosalie Maggio, 2009-04-07 For anyone who has ever searched for the right word at a crucial moment the revised third edition of this bestselling guide offers a smart and succinct way to say everything One million copies sold How to Say It provides clear and practical guidance for what to say and what not to say in any situation Covering everything from business correspondence to personal letters this is

the perfect desk reference for anyone who often finds themselves struggling to find those perfect words for Apologies and sympathy letters Letters to the editor Cover letters Fundraising requests Social correspondence including invitations and Announcements This new edition features expanded advice for personal and business emails blogs and international communication

*Ethics in Engineering Practice and Research* Caroline Whitbeck, 2011-08-15 The first edition of Caroline Whitbeck's *Ethics in Engineering Practice and Research* focused on the difficult ethical problems engineers encounter in their practice and in research In many ways these problems are like design problems they are complex often ill defined resolving them involves an iterative process of analysis and synthesis and there can be more than one acceptable solution In the second edition of this text Dr Whitbeck goes above and beyond by featuring more real life problems stating recent scenarios and laying the foundation of ethical concepts and reasoning This book offers a real world problem centered approach to engineering ethics using a rich collection of open ended case studies to develop skill in recognizing and addressing ethical issues

*How To Say It* Rosalie Maggio, 2001-09-01 This practical guide features comprehensive lists of words phrases sentences and paragraphs that allow you to express yourself on any subject in your own voice and style It teaches what to include and what to leave out when writing Whether you want to sound formal or casual traditional or contemporary businesslike or lighthearted distant or intimate you'll find here the words for every letter writing occasion including Business letters Personal letters Get well cards Invitations Resumes And more With helpful grammatical appendices and sample letters say goodbye to your writing etiquette worries

**The Sustainable Global Marketplace** Mary Conway Dato-on, 2014-10-27 Founded in 1971 the Academy of Marketing Science is an international organization dedicated to promoting timely explorations of phenomena related to the science of marketing in theory research and practice Among its services to members and the community at large the Academy offers conferences congresses and symposia that attract delegates from around the world Presentations from these events are published in this Proceedings series which offers a comprehensive archive of volumes reflecting the evolution of the field Volumes deliver cutting edge research and insights complimenting the Academy's flagship journals the Journal of the Academy of Marketing Science JAMS and AMS Review Volumes are edited by leading scholars and practitioners across a wide range of subject areas in marketing science This volume includes the full proceedings from the 2011 Academy of Marketing Science AMS Annual Conference held in Coral Gables Florida entitled The Sustainable Global Marketplace

Nursing Leadership Harriet R. Feldman, G. Rumay Alexander, 2012 A single comprehensive reference for nursing leaders leadership organizations nursing clinicians and educators *Nursing Leadership* is the only compendium of nursing terminology in existence Written by eminent nursing professionals it provides descriptions of prominent individuals in nursing information regarding nine leadership related topics and current trends in nurse leadership This second edition has been expanded to encompass 80 new entries and revisions or updates to all original entries It provides an extensive overview of current leadership issues including theories

characteristics and skills required of nurse leaders in today's complex health care system. Highly respected contributors include Claire Fagan, Beverly Malone, NLN CEO, Polly Bednash, AACN CEO, Patricia Benner, and many others. For ease of use, this new edition contains both alphabetic and thematic indexes, extensive cross referencing, and print and web references for each entry. The new edition features a Thematic list of entries in addition to alphabetic index. An extensive overview on salient nursing leadership issues, themes, characteristics, and current and future developments. A legacies section on nursing luminaries throughout history. Over 80 new entries and updates and revisions of original entries. Extensive cross referencing and print and web resources for each entry up.

**The School Counselor's Book of Lists** Dorothy J. Blum, Ed.D., Tamara E. Davis, Ed.D., 2010-06-28. An updated edition of an essential go-to resource for school counselors. Since 1997, *The School Counselor's Book of Lists* has offered counselors a wealth of relevant and much-needed information written in concise and user-friendly language. A quick, easy guide for finding information on almost any topic pertinent to school counselors, the book covers everything from writing student assessments and dealing with school crises to setting budgets and running effective meetings. In order to address the transformed role of school counselors, the contents of this comprehensive second edition map to the American School Counselor Association's National Model for Counseling Programs. Includes hundreds of helpful lists offering guidelines, strategies, trends, and resources. Officially endorsed by the American School Counselor Association (ASCA). The first edition was a bestselling title for school counselors. Addresses the pressing issues faced by today's school counselors. This revised edition is appropriate for school counseling graduate programs as well as to practitioners in the K-12 field.

**Varney's Midwifery** Julia Phillippi, Ira Kantrowitz-Gordon, 2023-09-25. *Varney's Midwifery* reflects current evidence-based guidelines. The Seventh Edition addresses care of women throughout the lifespan, including primary care, gynecology, maternity care in a variety of settings, and newborn care. It also provides new content on social determinants of health, the changing face of the population, and the population that midwives serve. It is known as the gold standard for midwifery practice.

**SCORING SCHOLARSHIPS: A Parent's Guide to Free College Money**, *Resources in Education*, 1998-05.

**Teaching Piano Pedagogy** Courtney Crappell, 2019-05-31. Providing essential tools to transform college piano students into professional piano teachers. Courtney Crappell's *Teaching Piano Pedagogy* helps teachers develop pedagogy, course curricula, design, and facilitate practicum teaching experiences and guide research projects in piano pedagogy.

*The Complete Book of Colleges, 2017 Edition* Princeton Review, 2016-07. **THE MEGA GUIDE to 1,355 COLLEGES AND UNIVERSITIES**. No one knows colleges better than The Princeton Review. Inside *The Complete Book of Colleges, 2017 Edition*, you'll find meticulously researched information that will help you narrow the search for the best college for you. Each of the 1,355 user-friendly profiles answers your questions, including: How much are tuition and other student fees and costs? What types of financial aid are available and when are the applications due? What do admissions officers most look for in test scores and recommendations? Which majors are the most popular and have the highest enrollment? What is the housing like and how

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## Adopting the Tune of Appearance: An Psychological Symphony within **Guidelines For Writing Letters Of Recommendation**

In a world taken by displays and the ceaseless chatter of instantaneous interaction, the melodic splendor and mental symphony developed by the written word frequently diminish in to the back ground, eclipsed by the relentless noise and disruptions that permeate our lives. However, set within the pages of **Guidelines For Writing Letters Of Recommendation** a marvelous literary prize brimming with natural feelings, lies an immersive symphony waiting to be embraced. Crafted by an outstanding composer of language, this interesting masterpiece conducts readers on an emotional trip, skillfully unraveling the hidden tunes and profound affect resonating within each cautiously crafted phrase. Within the depths of the moving examination, we can investigate the book is central harmonies, analyze its enthralling publishing model, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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