

GUIDELINES FOR LETTERS OF RECOMMENDATION

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:

t h e i r b e h a l f , I o n l y -suited for the pr
[Mr. /Ms. Last Name] is one of those students and therefore, I highly recommen
given the opportunity to attend your university.

As [Professor's Title] of [Professor's Department] at [University Name], I work
who have substantial knowledge of [Subject]. Each year I notice that only a few
/Ms. Last Name] has consistently sho