

Advice for Those Writing Letters of Evaluation for Notre Dame Applicants to Medical, Osteopathic, or Dental Schools

You have been asked to write a letter of evaluation for a health professions school. It is preferable to compose a separate letter on letterhead for the applicant. Professional schools weigh these letters heavily, when considering applicants. The letter of evaluation can be especially effective if you use specific examples whenever possible. Please review the below items carefully.

Important Notes

- ❖ Professional schools will only accept letters on **letterhead** with a **signature**.
- ❖ **You letter is requested by June 1st**
- ❖ For a full guideline please visit the AAMC website at <https://students-residents.aamc.org/prehealth-advisors/guidelines-writing-letter-evaluation>
- ❖ Assumption will be made that student has waived their right to view your letter. If a student has declined to waive their right we will reach out to you to receive your permission to have student view your letter
- ❖ **Delivery Options:** email your letter to preheatheval@nd.edu (**highly recommended**) | Drop off to Office (219 Jordan Hall of Science) | Fax: 574-631-4505 | Mail (address provided) | Please do not send duplicate letters.

What to include in your letter

- ❖ Please address the letter to "Dear Admission Committee,"
- ❖ Please rank students based on top 5%, top 10%, top 25%, top 50%, lower 50% or N/A
- ❖ Briefly describe your relationship to the applicant and in what capacity have you known them
- ❖ Briefly describe who you are (typically one sentence)
- ❖ Include a course description of your course or experience in which you directed or taught the student
- ❖ Comment on the student's intellectual ability as compared to that of other students you have known. Are there any extenuating circumstances that should be considered when interpreting an atypical grade?
- ❖ Academic tasks: Does the student follow through on assignments and pursue suggestions for additional learning? With what degree of independence have they worked? How rigorous was the academic program?
- ❖ Work | Lab | volunteer | extracurricular activities: Does the student come to work prepared? Would you trust him to work unsupervised? Describe their depth or Involvement and achievements in these activities.
- ❖ Communication skills: Evaluate the applicant's ability to communicate both verbally and in writing.
- ❖ Personal characteristics: How would you describe this student as a person? Listing the strongest point first and giving specific examples, comment on the student's maturity, dependability, integrity, initiative, motivation for learning, concern for others, emotional stability, flexibility, self-discipline, ability to achieve goals, creativity, capacity for leadership, sense of humor, humility, and problem solving skills
- ❖ Interpersonal skills: How do they relate to peers, faculty, supervisors, and ancillary staff? How do they respond to critique? Describe the student's capacity for collaboration
- ❖ Potential as a health professional: How has the student demonstrated motivation for medicine/dentistry? Describe their level of commitment to a health career. Do you believe they would make a good health professional?