

Thank you for taking the time to evaluate our student for their application. At Ursinus College, a member of the Health Professions Advising Committee who serves as this student's advisor for this process will compose a committee letter that will include material and information from your letter of evaluation. Therefore, it is helpful to have student-specific information that goes deeper than summary: *the more individualized your letter is, the better it will serve the student.*

To assist you as you compose your letter, we offer the following suggestions:

- Provide an accurate assessment of the applicant's suitability for their selected program rather than advocate for the applicant.
- Briefly explain your relationship with the applicant:
 - How long you have known the applicant;
 - In what capacity you have interacted (e.g., faculty, pre-medical advisor, supervisor, etc.);
 - Are you writing based on direct or indirect observations.
- Quality is more important than letter length. Focus on the applicant rather than details about the lab, course, assignment, job or institution.
- **Only** include information on grades, GPA or MCAT scores *if* you are providing context to help interpret them.
- Focus on behaviors that you have observed directly when describing applicants' suitability for this program. Consider describing:
 - The situation or context of the behavior
 - The actual behavior(s) you observed
 - Any consequences of that behavior
- Ask the applicant for permission if you plan to include any information that could be considered potentially private or sensitive.
- Consider including unique contributions that an applicant would bring to an incoming class, such as:
 - Obstacles that the applicant had to overcome and how those obstacles have led to new learning and growth.
 - Contributions that an applicant would bring to a medical school's diversity, broadly defined (e.g., background, attributes, experiences).
- Admissions committees find comparison information helpful. If you make comparisons, be sure to provide context. Include information about:
 - The comparison group (e.g., students in a class you taught, students in your department, co-workers, etc.)
 - Your rationale for the final comparison

Describe how the applicant has, or has not, demonstrated any of the following competencies that are necessary for success in medical school.

- **Pre-Professional Competencies:** Service orientation, social skills, cultural competence, teamwork, oral communication, ethical responsibility to self and others, reliability and dependability, resilience and adaptability, capacity for improvement
- **Thinking and Reasoning Competencies:** critical thinking, quantitative reasoning, scientific inquiry, written communication
- **Science Competencies:** living systems and human behavior

Once again, thank you for your mentorship of this student and writing them this letter of support.
Dr. Beth Bailey
Coordinator of the Health Professions Advising Committee

Suggestions provided by the Association of American Medical Colleges publication, "Guidelines for Writing a Letter of Evaluation for a Medical School Applicant"