

April 4, 2018

The **DATE** of writing identifies your letter as current.

**LETTERHEAD** often includes your office or department name and logo, and indicates an official document.

Professional schools require letterhead or other credible sources of identification to ensure that letters come from official sources.

Each letter adds credibility and personality to a student's professional school application.

In the **BODY** of a recommendation letter usually 3/4 to 2 pages - describe your experience with the applicant, the applicant's personality and demeanor, and personal qualities that make the applicant well suited to patient care or advanced education.

Consider commenting on things like...

- CHARACTER - integrity; ethical and moral values; dependability
- MOTIVATION - enthusiasm for the profession; certainty and commitment to career goals
- STABILITY - maturity; consistency of behavior; response to criticism/stress
- SOCIAL VALUES - interpersonal relationships; concern for others; cooperativeness
- INTELLECT - curiosity; mental capability; perceptiveness; problem solving ability
- INDUSTRY - efficiency in work habits; manual skills; initiative; resourcefulness
- PERSONALITY - manners; poise; tact; disposition; acceptance of responsibility
- LEADERSHIP - ability to inspire, organize and supervise; acceptance of responsibility
- APPEARANCE - grooming; personal hygiene; dress
- COMMUNICATION SKILLS - verbal and nonverbal; ability to establish rapport

Admissions officers are very interested in specific events and examples that reveal the applicant's personality and abilities.

Respectfully,



Dr. Xavier Gonzales  
Professional Assistant Professor of Biomedical Science

Your **SIGNATURE**, like your office letterhead, makes a letter credible and official. Professional schools only accept letters signed by the writer.

Most schools do not accept e-signatures.