DEAR EVALUATOR:

Thank you for taking time to support the above-named applicant. Your candid evaluation is critical to the professional school admissions process.

As a guideline, we’ve included a sample letter on the back of or accompanying page.

Return your letter with this coversheet to:
Health Professions Advising Center / The University of Texas at Dallas / 800 W. Campbell Rd., FO 30 / Richardson, TX 75080-3021
972.883.6767 / 972.883.6806 (fax) / prehealth@utdallas.edu

OR

Return your letter and this coversheet to the applicant inside a sealed envelope, so the applicant can bring your letter to HPAC. Your signature across the envelope’s seal indicates that you personally sealed the envelope.
To Whom It May Concern:

I’ve known John Smith since he took my Biochemistry class in 2011, where he

[signature]

R. Franklin Gould
Professor Emeritus of Neurological Sciences

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 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 ¾ 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.

Admissions officers hope to understand an applicant's competencies. They are very interested in specific events and examples that reveal an applicant's personality and abilities.

- SERVICE ORIENTATION
- SOCIAL SKILLS
- CULTURAL COMPETENCE
- TEAMWORK
- ORAL COMMUNICATION
- ETHICAL RESPONSIBILITY
- RELIABILITY AND DEPENDABILITY
- RESILIENCE AND ADAPTABILITY
- CAPACITY FOR IMPROVEMENT
- CRITICAL THINKING
- QUANTITATIVE REASONING
- SCIENTIFIC INQUIRY
- WRITTEN COMMUNICATION
- UNDERSTANDING OF THE PROFESSION
- MOTIVATION

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.