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.
April 4th, 2013

To Whom It May Concern:

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

Each letters 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.

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 by others
- 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. R. Franklin Gould
Professor Emeritus of Neurological Sciences

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.