



MIT CAREERS OFFICE

This document must be submitted to your recommender

MIT Careers Office
Building 12-170
77 Massachusetts Avenue
Cambridge, MA 02139-4307

Phone (617) 253-4733
Web address:
<http://web.mit.edu/career/www/preprof/>

**Premedical or Other Health Related Professions
Recommendation Writing Information Sheet**

To be completed by the applicant:

Applicant Name: _____ **Recommender Name:** _____

Under the terms of the Family Educational Rights and Privacy Act of 1974,
_____ I waive any right to obtain or inspect this letter of reference

_____ I do NOT waive any right to obtain or inspect this letter of reference

which is written by the above recommender for the purpose of Medical and Health Profession School Applications, MSTP, MEMP programs and Medical Scholarships.

I understand this reference will be used only for the purposes stated above, and that this waiver is not required as a precondition of the evaluation, or for my consideration for admission, or for any other services or benefits.

Signed _____ **date** _____

To the recommender:

What do Medical and other Health Professional Schools look for in a recommendation letter?

Admissions committees tell us that the most helpful letters are those that include specific information about both academic and personal characteristics. That is, information regarding when, where, and under what circumstances the applicant became known to you, what work was involved, the quality of work, and other specifics about how you evaluate the candidate are beneficial.

Your thoughts regarding the applicant's potential as a physician/health professional are highly valued. In addition, information about the applicant's personal qualities is essential. Please be sure to comment on some of the following characteristics.

- Cognitive ability
- Commitment/
Motivation to service
- Compassion
- Curiosity
- Communication Skills
- Cultural Awareness
- Critical Thinking
- Character
- Cooperation
- Integrity
- Exploration of the
field of interest
- Leadership
- Personality

Guidelines

- Place the date and student's name at the top of your letter (no salutation is necessary).
- Be specific and indicate what type of program you are recommending the student for i.e. medical school, dental school, etc. Do not name a specific school; your letter will be mailed to more than one school.
- Print the recommendation letter on your official letterhead and include your contact information.
- Include your full title under your personal signature.
- Do not include attachments.
- **Mail a signed hardcopy of your letter along with this form to the MIT Careers Office** (see address above). **Faxed letters will NOT be accepted.** Letters hand delivered by a student will not be accepted unless it is in a sealed envelope with your signature over the seal.

See next page

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Tips for writing a recommendation letter

- Ask the student for a copy of their resume, personal statement, and/or transcripts or exam scores.
- Indicate in what capacity you know the student.
- Frame your comments within the context of the student's purpose for the letter.
- Consider obtaining the student's written permission before disclosing any health related or physical disabilities information.
- Limit comments to the objective.
- Focus on qualitative information.
- Acknowledge information regarding infractions or questionable behavior.
- Proof read your recommendation letter for misspellings or grammatical errors.
- Focus in on positive information and interactions you have had with the applicant. Be cautious in providing extraneous information that may not apply and that can be viewed as negative.

Family Educational Rights and Privacy Act (FERPA)

- Students have the right to voluntarily waive access to individual letters, in order to strengthen the credibility of the letter in the eyes of some recipients.
- Students have the right to see the letters in their files unless they have waived access to the letter; they also have the right to a list of file contents, upon request. If the student's rights have been waived, the student is asked to attach a copy of the signed waiver form to this letter.

Thank you for your assistance on behalf of this student. Should you have questions or comments about prehealth advising at MIT, do not hesitate to phone 617-253-4733.

Sincerely,

The Preprofessional Advising Staff