

Policy for writing letters of recommendation

Below I outline my requirements for all letters of recommendation. I understand that some circumstances will require flexibility, but when possible I strongly recommend that you follow these guidelines in order to ensure that I can write the best possible letter on your behalf.

1. I recommend attending office hours to discuss your future goals. During our conversation, I will have an opportunity to get to know you more or learn about your current situation
2. Request letters of recommendation at least one month in advance of the deadline. I generally write letters of recommendation for medical schools in early or mid-June
3. Provide as much information as possible. I encourage you to include the following information as it pertains to your applications (drafts are okay):
 - a. Personal statement
 - b. Research statement
 - c. Resume or curriculum vitae
 - d. An outline (i.e., bullet points) of your strengths and primary objectives
 - e. Grades or GPA (optional)

Providing this information will allow me to write the strongest letter possible for you, and it will ensure that your application is strong and cohesive.