

Policy for writing letters of recommendation

Here are 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.

- 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.
- Request letters of recommendation at least one month in advance of the deadline. I generally write letters of recommendation for medical schools between early June and the middle of July.
- Provide as much information as possible. I encourage you to include the following information as it pertains to your applications (drafts are okay):
 1. Personal statement
 2. Research statement
 3. Resume or curriculum vitae
 4. An outline (i.e., bullet points) of your strengths and primary objectives
 5. Grades or GPA (optional)
- In an email, answer the following question: Do I have your permission to include your class rank in your letter of recommendation?
- Send everything from 1-4 together in one email. Some students compile their documents in a Google Drive and share it with me.

Please do not share Google Word documents.

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.