

Carnegie Mellon University

Health Professions Program

(Name of Recommender)

To Be Completed by Applicant:

Applicant's Name: _____ Andrew ID: _____

Applying to:

Medical _____ Dental _____ Veterinary _____ MD/Ph.D. _____ Other (specify) _____
program.

I am requesting that a letter of evaluation concerning my qualifications for admittance to the health professional graduate program(s) indicated above. I understand that a candid evaluation is being sought and that a copy of the letter will be sent by the Health Professions Program of Carnegie Mellon University to the programs to which I am applying. I hereby authorize the above referenced Recommender and Carnegie Mellon University to disclose any information relating to my current or former status as a student, including but not limited to any information which may be deemed to be personally identifiable information from my student education records pursuant to the Family Educational Rights and Privacy Act (FERPA) of 1974 or which may otherwise be protected under applicable privacy laws.

RIGHT TO INSPECT LETTERS OF RECOMMENDATION

To the applicant:

Under FERPA, you have the right to review your educational records. FERPA further provides that you may waive your right to inspect recommendations. Please indicate whether you wish to waive this right. by checking the appropriate box below and signing your name. If you do not select an option below, by default you hereby agree to waive your right of inspection.

- I **waive** my right to inspect any letters of evaluation or other information disclosed pursuant to this release.
- I **do not waive** my right to inspect any letters of evaluation or other information disclosed pursuant to this release.

Student's signature: _____ Date: _____

Evaluator, please return this form with a signed letter of recommendation (on institutional letterhead, if available) to:

Health Professions Program
5000 Forbes Avenue
Doherty Hall – Room 1324
Carnegie Mellon University
Pittsburgh, Pennsylvania 15213-3890
hpp-office@andrew.cmu.edu
Tel.: 412-268-8494
Fax: 412-268-5146

Carnegie Mellon University

Health Professions Program

To the Evaluator:

Frequently we are asked what kind of information should be included in a letter of evaluation to a health professions school. Actually much of the general information in points 1-5 (below) will be similar to any evaluation for graduate school or for prospective employment. It is in point 6 where personal attributes are requested, that a difference is possible.

- 1) How long have you known the applicant?
- 2) Context in which you are/were associated with the applicant.
- 3) Nature of the work or research has done by the individual.
- 4) Your evaluation of the applicant's performance, as compared to other individuals in comparable positions.
- 5) If applicable, course(s) in which you taught the applicant and the grade earned.
- 6) Personal attributes and any special personal strength that might contribute to the individual's success as a health professional; and of course, the reverse, any problems that might potentially negate the individual's achievement of his or her goal.

In incorporating item 6 into your letter, it is sometimes helpful to consider your own personal physician, dentist or veterinarian and those traits you find of major value in his treatment of your family members or pets. Remember that interpersonal skills, as well as intellectual acuity, can be important to this relationship. Also, specific examples of the individual's behavior or performance will carry more weight than general statements. The more you make the person "come alive", the better the recommendation will be received.

Typically, letters of reference can be a full page to a page-and-a-half in length, single-spaced. You may find the following list of traits to be of assistance as you consider your letter of recommendation. The list is not in any special order.

maturity	judgment	organizational ability
integrity	self-confidence	response to stress
initiative	responsibility	ability to work with people
reliability	imagination	depth of interest in people
curiosity	innovation	intellectual capacity
independence	enthusiasm	oral expression
poise	sincerity	ability in written expression
perseverance	stamina	emotional stability
motivation	accuracy	ability to master skills independently
carefulness	diligence	
cheerfulness	leadership ability	

Thank you for the effort you have expended in writing this letter for one of our students or graduates. I realize that this is an added burden to your professional responsibilities, but we appreciate your efforts on behalf of the applicant.

Sincerely yours,



Justin C. Crowley, Ph.D.

Director, Health Professions Program
Assistant Teaching Professor
Department of Biological Sciences