

**CARNEGIE MELLON UNIVERSITY
HEALTH PROFESSIONS PROGRAM**

(Name of Recommender)

To Be Completed by Applicant:

Applicant's Name: _____ ID# XXX-XX- _____

Applying to: Medical ___ Dental ___ Veterinary ___ Other (specify) _____ program.

I am requesting a letter of evaluation concerning my qualifications for admittance to health professional graduate program indicated above. I understand that a candid evaluation is being sought and that a photocopy of the letter will be sent by the Health Professions Program of Carnegie Mellon University to the programs to which I am applying.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) (BUCKLEY AMENDMENT)

To the student:

Under the provisions of this Act, you have the right to review your educational records. The Act further provides that you may waive your right to see recommendations. Please indicate below by circling the appropriate phrase and signing your name, whether or not you wish to waive this right.

I waive I do not waive my right of access to this letter of recommendation written for me by: (if neither option is circled, "waive" will be the default)

Student's signature: _____ Date: _____

Evaluator, please return this form with the letter of recommendation to:

Health Professions Program
Mellon College of Science
Doherty Hall 1325
Carnegie Mellon University
Pittsburgh, Pennsylvania 15213

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 strengths 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,



Amy L. Burkert, Ph.D.
 Director, Health Professions Program;
 Associate Department Head for Undergraduate Affairs,
 Department of Biological Sciences