UM Pre-Medical Sciences:
Letter of Recommendation Request

Name of Applicant:_____

E-mail: _____ **Applying for:** _____

Dear Evaluator:

The Pre-Medical Sciences Program at the University of Montana appreciates your willingness to evaluate this applicant for admission to a professional healthcare school. You may share a copy of your letter with the student if you wish. Please use your evaluation to show advocacy for the student as letters of recommendation are considered a critical part of most applications; *if you feel you cannot write a positive and supportive letter, please let the student know, so that they can find another letter writer*. *Any negative comments could have serious consequences for the student in the application process.* The specific timing of when your letter is needed depends on when this applicant is submitting his/her application.

Please consider the following while preparing your evaluation:

Technical Details

- Use a generic salutation: **To the Admissions Committee**
- Submit the letter **signed** (electronic signature okay) and on **letterhead** stationery
- Write at least two or three paragraphs if possible

Letter Content

- Describe **how long you have known** the applicant and in what capacity
- **If possible**, describe any personal characteristics and skills of the applicant most important to admissions committees. It is not necessary to write about any or all of these. This list is simply derived from the AAMC's list of qualities of a good physician. This list could be used for PA, Dental, Veterinary, or other applications. It should be in alignment with most medical school admissions committees' **desirable qualities for candidates**.

    - Cultural Awareness
    - Ethical Responsibility
    - Integrity and Ethics
    - Reliability and Dependability
    - Service Orientation (Altruism)
    - Critical Thinking Skills
    - Capacity for Improvement
    - Teamwork
    - Social, Interpersonal, and Leadership Skills
    - Empathy
    - Desire to Learn
    - Resilience, Adaptability, and Maturity

- Use specific examples when possible
- State your **level of endorsement** of the applicant: without reservation, enthusiastically, etc.

Thank you for your service to this student.