Dear Letter of Recommendation Writer,

We appreciate your willingness to help students build competitive applications. We understand that you may have written hundreds of letters of recommendation in the past, but even so, please read the guidelines below.

**Letter of Recommendation Format:**
1. Address letters of recommendation to “Admissions Committee.”
2. Type letter on a letterhead. If you do not have a letterhead, be sure to include your contact information.

**What to Include in Your Letter:**
Several common areas of evaluation include those listed below. Do not feel obligated to cover all areas, however, be sure to comment on the areas in which you know the student best.

1. How long have you known the candidate? In what capacity?
2. How do you compare this individual with his/her peers?
3. Career motivation and professional promise
4. Academic performance and potential
5. Personal attributes
6. Greatest asset(s) as a candidate
7. Area(s) that might need improvement
8. Leadership
9. Service
10. Other information that would be useful in representing the student

**Negative Letters:**
If you feel that, in honesty, you need to include negative experiences you have had with the applicant, please inform the applicant. Doing so allows the applicant to choose whether or not to have you write their recommendation. After all, as one dean of admissions said, “The only thing worse than no letter at all is a bad letter.”

A more common situation is that the recommender does not know the applicant well enough to accurately represent them. Letters from such situations tend to be too short, vague, and include non-unique information. If you feel you do not know the applicant well enough, inform the applicant so they might pursue someone better qualified to represent them.

**Deadlines:**
We strongly encourage applicants to allow recommenders at least two weeks to write letters. However, if you find yourself unable to meet the deadline the applicant has given you, contact the applicant so they can make arrangements as needed.

*June 1, 2014* is the first day applications are open for perspective applicants. Please send letters to us before this date. While we accept letters afterwards, it is important for applicants to submit their applications as close to this date as possible.

**Final Checklist:**
1. If your letter is not on a letterhead, include your contact information.
2. Proof the letter for typographical errors. Make sure the applicant’s name is spelled correctly.
3. Sign the letter.
4. If you prefer to mail a copy of your recommendation, please include the cover sheet provided.

Sincerely,

David A. Kaiser, EDD, ATC, LAT
*Co-Director, Preprofessional Advisement Center*
*Health Professions Advisor*