

GUIDELINES FOR WRITING A LETTER OF RECOMMENDATION

The University of Washington School of Medicine Admissions Committee has formulated guidelines for letters of recommendation. We suggest that some or all of the following points be addressed:

- How well do you know the applicant and under what circumstances did you have contact with him/her?
- What strengths does the applicant possess? Does the applicant have any unique characteristics?
- Have you observed any particular weaknesses or characteristics which you feel would interfere with a successful medical career?
- How well does the applicant get along with the supervisors, co-workers and peers?
- How does the applicant handle disappointing or stressful situations?
- How do you assess the applicant's emotional maturity?
- How do you assess the applicant's oral and written communication skills?
- If possible, please indicate reasons why you feel that the applicant should or should not become a physician.

Note: It is strongly encouraged that letters be printed on University, company, or personal letterhead and signed. Letters of recommendation that are missing letterhead and/or signature will be given less consideration.