

## **Letters of Recommendation Guide for Faculty**

Dear VCOM faculty,

Effective summer of 2016, the Association of American Medical Colleges (AAMC) revised the process for writing letters of recommendation to accompany medical students

## Writing Letters of Recommendation for Residency

Thank you for supporting VCOM medical residents! You will be able to upload your LOR in May of the year the student is applying to residency. If a student requests a letter from you before this time, we suggest that you draft the letter soon after the student completes his/her rotation. This will enable you to include specific examples of their performance and ensure a thorough and comprehensive evaluation.

You may also be asked by a student for a letter of recommendation for whom you do not know well or are unsure if you can write a compelling letter. When this occurs, please explain to the student that you will be unable to write a persuasive letter and ask the student to speak with another instructor

### **Guidelines for letter writing\***

**Limit your letter to one or two pages but it should be longer than a paragraph**

**Explain your professional relationship with the applicant**

Do you know this applicant from an academic, clinical, or research setting? State how long have you known the applicant and how well.

**Personalize your letter.**

together. Specific areas to comment on may include: intellectual ability

## Power Adjectives for Letters of Recommendation

Intellect

Work Ethic

Temperament

Vigor