

# GUIDELINES FOR LETTER WRITERS

## Tips for composing and submitting letters of evaluation



### Writing the Letter of Evaluation

Letters of recommendation are very important for students seeking admission into professional school. Admission committees are looking for useful, candid, and honest information that will allow them to make better selection decisions. Please do not agree to write a letter of recommendation if you do not have the time or do not have substantive knowledge of the student.

#### Details to include in your letter:

- Letters should be composed on official letterhead and signed.
- Briefly describe relationship with the student (advisor, faculty, supervisor, physician-mentor).
- Comparisons between the student and his/her peers (in same class or major) are encouraged.
- Focus on behavior of student (maturity level, leadership ability, interpersonal skills, reliability).
- Only discuss numbers (GPA, MCAT score, grades) in context, such as in comparison to other students or to note trends in performance.
- Be specific about student organizations, opportunities, and honors that may be unique to UGA.
- Assess the student's suitability for their chosen program (will he/she succeed in medical school?).

### Submitting the Letter of Evaluation

Submitting your letter of recommendation is not difficult, especially if done so electronically. Electronic submission is the preferred and most efficient method, as the letter will be immediately received and a confirmation email sent to both the student and letter-writer.

#### Types of Electronic Submission:

**1. Interfolio (recommended):** For a small fee, students can elect to use Interfolio to collect their letters. Interfolio will email each letter-writer with a link to a submission portal, where you can submit your letter of evaluation. No log-in or account creation is necessary to submit a letter. Each student can also attach their resume, personal statement, and any other accompanying documents to the initial email request. Importantly, Interfolio will save letters from year-to-year.

**2. Application Letter Service:** Some students will elect to have their letters handled directly through the centralized application service associated with their chosen field (e.g., AMCAS or AADSAS). If so, they will need to provide you with an email request that contains information for how to log-in to the evaluator portal and submit the letter. Depending on the application, the student may also provide a *Letter Request Form* containing their applicant ID#, the letter ID#, and whether they wish to waive their right to view the letter. Letters are not saved from year-to-year, so re-applicants must resubmit.

### Have Questions?

If you have additional questions about composing or submitting your letter of evaluation, please contact the UGA Pre-Health Advising Office: 706-542-0444 or [premed@uga.edu](mailto:premed@uga.edu).