

Template to request a letter - feel free to copy, edit, insert names and other personal details, and paste them into your email. Please do not alter the guidance from the office.

REQUEST FOR EVALUATION

Please submit your letter as an email attachment as a PDF file on professional letterhead with a signature and date to hpleters@holycross.edu by: [DATE]

I, [NAME], am applying to the Holy Cross Health Professions Advising Committee for a recommendation to [MEDICAL/DENTAL/OPTOMETRY/OTHER] school. I have waived my right to see your evaluation, through a signed waiver sent to the Health Professions Advising Office. The health professions advising office provided guidance below guidance in writing a letter. Your letter is an important part of both the committee review process and the admissions process and I appreciate your consideration.

Sincerely,

[YOUR NAME]

Guidance from the office:

We would appreciate your candid evaluation of this applicant for application to health professional graduate school. If you have taught the student in a course, it would be helpful to provide the approximate class rank as well as an evaluation of the personal qualities you have observed. If you have served in a supervisory position it would be helpful to have a concise description of the applicant's work with you as well as an evaluation of that work and the relevant qualities the applicant demonstrated. In writing your evaluation, the [AAMC list of core competencies of a premedical student](#) (which also applies to other health professions) may be helpful in identifying relevant characteristics. Graduate health professional programs are interested in professional qualities such as interpersonal skills, teamwork, leadership, dependability, empathy, capacity for growth, resilience, service orientation, and cultural awareness as well as intellectual competencies demonstrated by strong performance in coursework and the development of academic skills. Please make your letter as explicit and concrete as possible. It is helpful to give examples of how the applicant has demonstrated academic or personal qualifications.

Your letter will be submitted in its entirety on behalf of the applicant as written, either attached to the committee letter or as part of a packet of letters. If there is a confidential statement you would like to make to the committee but do not want to share in the letter, please include it as a separate sheet and indicate it should not be sent to graduate schools. Admissions committees at

graduate professional schools require letters to be submitted as a PDF on letterhead, with a hand or electronic signature, the writer's full name and titles, and the date the letter was written.

We know that writing evaluations are time-consuming and sincerely appreciate your writing on this applicant's behalf.

With gratitude,
Miles B. Cahill, PhD
Health Professions Advisor