

## Guidelines for Writing Recommendation Letters for Medical/Dental/Optomtry School

### The Process at Richmond

University of Richmond (UR) students and alumni who apply to medical, dental and optometry schools are advised to establish a credential file and interview with the Health Professions Advisory Committee (HPAC). The credential file includes supporting letters of recommendation from UR faculty and others that will be used by the HPAC to write a committee letter of evaluation. The committee letter, along with supporting letters, is sent directly to the health professional schools.

### Letter Guidelines

- The Association of American Medical Colleges (AAMC) has identified the following core competencies for entering medical students, which are further described at <https://www.aamc.org/download/349990/data/lettersguidelinesbrochure.pdf> Please comment on as many of these competencies as you are able based on your experience with the applicant.
  - Service Orientation
  - Social Skills
  - Cultural Competence
  - Teamwork
  - Oral Communication
  - Ethical Responsibility to Self and Others
  - Reliability and Dependability
  - Resilience and Adaptability
  - Capacity for Improvement
- Keep your letter objective and provide concrete examples to support your statements. Avoid making speculations that are not based on factual information or your direct observations.
- If the applicant has taken one or more courses with you, provide your assessment of the student based on his/her performance in the course(s). **It is important to place the student's academic performance and intellectual ability in the context of the class as a whole and/or other students whom you have taught.** Please be as specific as possible when crafting your letter (e.g., "This applicant is in the top 10% of students I have taught in my 10 years at the University of Richmond.").
- Do not ask the applicant to write a draft letter of recommendation for himself/herself.
- Your letter must be on business letterhead, contain a physical signature and be submitted by you.

### Submitting your Letter

You will receive an email from veCollect, requesting that you upload your letter as a .pdf, .doc, or .docx. If you are unable to use veCollect, you may email your letter as an attachment to Ms. Emily Phaup at [ephaup@richmond.edu](mailto:ephaup@richmond.edu) or send via postal mail to:

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