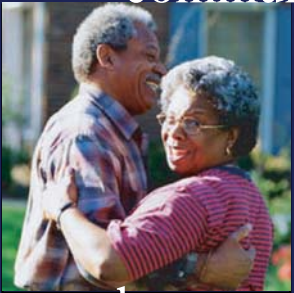


care



community



research



teach



DREXEL UNIVERSITY
COLLEGE OF MEDICINE

Letters of Recommendation

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Philadelphia Health & Corporation d/b/a Drexel University College of Medicine is a separate not-for-profit of Drexel University.

Goals

1. Review Issues of Concern
2. Practical Advice for Students & Faculty
3. Role of the Office of Student Affairs?
4. Your Suggestions and Ideas

Who Do I ask?

- Most important Factor
- 3rd year –vs- 4th year rotations
- Specialty- vs- non-Specialty Specific?
- “Famous”- vs- “non-Famous” Faculty
- Senior- vs- Junior Faculty
- Letter from an Away rotation?
- Other important issues, exceptions...
 - Never family members!

How Do I Ensure a Strong Letter?

- Ask directly & in person
- Make appointment – meet face-to-face
- Give adequate time- advance notice
- Ask at the beginning of a rotation
- Address generic versus specialty specific letters

Ask Directly

- Do you know me well enough to write a strong letter?
- Would you feel comfortable writing a strong letter?
- Student should read body language and be aware of any discomfort
- If faculty makes any excuse, look elsewhere for a letter

What to Provide the Letter Writer

1. CV and Personal Statement
2. Copies of Evaluations
3. Transcripts if requested
4. Discuss Career Goals & Strengths
5. List of Experiences & Qualities to highlight
6. Deadline
7. Follow up with email summarizing meeting - reminder
8. Thank you note & follow up

How much information is too much?

1. Should the student give their entire history to a letter writer?
2. Some faculty write “mini-MSPE” styled letters of recommendation....probably not necessary and may be not helpful

OK, I've got letters. Now how do I choose which ones to use?

1. Based on performance in rotation
 1. *Better Performance usually results in a stronger letter*
2. Based on Specialty Choice
 1. *At least 2 of 3-4 letters should be from specialty*
3. Student Underground...Beware!
 1. *Students "know" who writes "awesome" letters....yeah, right.*

Role of Dean's Office

1. Review letters?
2. Select letters?
3. What if we see an error while scanning the letters?
4. What about the weak letter?
5. To waive or not to waive right to see letters?
6. IMPROVE QUALITY OF FACULTY LETTERS!

Quality Improvement

- Student Handout for faculty
- Faculty Development Idea-
 - Outline for development program is included

Your Ideas

- Thank you for your participation !

