

LETTER OF RECOMMENDATION (LoR) CHECKLIST



1. ASK YOURSELF

If you are willing and able to write a specific, fact-based, strongly positive LoR that effectively advocates for the applicant; if so, consider meeting with them, virtually or in person, to obtain information you'll need to write the LoR

2. OBTAIN INFORMATION ABOUT:

- ❑ **Deadline** for completion and submission of the LoR
- ❑ **Submission instructions** for the LoR
- ❑ **Supporting materials**, including the applicant's CV, personal statement and LoR cover letter (signed) indicating waiver of access to the LoR (strongly recommended)



3. WHEN WRITING THE LoR, ENSURE THAT:

- ❑ It is on official letterhead and properly addressed and dated with your address, phone and email contact information listed
- ❑ All names and gender references are accurate and have no spelling errors

4. LETTER COMPONENTS SHOULD INCLUDE:

- ❑ **Introductory paragraph** explaining how long and in what capacity and setting you've known the applicant and your qualifications to assess their candidacy for the position they seek
- ❑ **Supporting data**, with specific examples and illustrations that speak to the candidate's suitability for the specialty being sought and potential "fit" for residency programs—the more specific the comments, the more effective the LoR will advocate on behalf of the candidate
- ❑ **Summary of key points**, a global assessment, and your expectations for the applicant's performance; program directors appreciate specific comments that allow an assessment of the applicant in context with others
- ❑ **Signature**, including degrees/credentials, title, specialty and (if applicable) academic rank

