Worksheet 7.1

Identifying Your Letter Writers

Be sure that you're familiar with your school's policy on letters of evaluation. It may provide a committee or composite letter on your behalf. If you're responsible for selecting individuals to write your letters of evaluation, look for someone who knows you well and can speak to your readiness for medical school. These letters can be very valuable, so you should be thoughtful in selecting who you ask to write on your behalf.

How to choose an appropriate letter writer and keep track of your interactions with them

Maintain a journal or log that indicates where you've worked and volunteered and what classes you've taken. Review the AAMC Premed Competencies for entering students and think about which faculty and supervisors have observed you demonstrate these competencies. It's important to keep track of the faculty members and supervisors you work with because those people will likely be able to write you a strong letter of evaluation when it comes time to apply. Keep notes about time spent working on particular projects so you can remember what you did. When you finish working with a particular person, you can ask them to write you a reference letter.

Letter writer's name	Why this person would be a good advocate for me	Contact info	Letter complete?
[Example] *Dr. Nelson*	*Can speak to my research and writing experience from biology lab*	*email@school.edu*	☑ Yes!
[Example] *Dr. Smith*	*Can speak to my teamwork and communication skills from volunteering at Habitat for Humanity for the last two summers*	*email@school.edu*	☑ Yes!
			☐ Yes!
			☐ Yes!