

Guidelines for Evaluators in Preparing Letters of Recommendation

We are often asked what kind of information regarding an application should be included in a letter of recommendation to a professional school. Given below are some of the things you may wish to consider when writing the letter. This is only a guide, and you should feel free to add anything extra which you feel would show the candidate in a positive manner. The last item from the list is the most important one, and the most difficult to answer, and careful thought should be given to it so that the candidate is distinguished from other applicants. Admissions committees look for qualitative statements that give them an insight into the kind of person the applicant is. If specific examples can be given, they will give more weight than general statements.

1. Length of time you have known the applicant.
2. Context in which you were/are associated with the applicant.
3. Nature of the work done by the applicant.
4. Your evaluation of the applicant's performance.
5. If possible rank the applicant's performance compared to others.
6. Personal attributes that you feel give weight to this individual as an applicant to a professional school.

Once you have completed the letter of recommendation please return it to:

Pre-Professional Health Program
Wagner College
1 Campus Road
Staten Island, NY 10301

Your thoughtful consideration and time spent in writing this letter are greatly appreciated by the Pre-Professional Health Committee. Please note that all students have signed a release letter stating that they will not be able to review the letter you write for them.