REQUEST FOR REFERENCE

Name: _____

Dear _____ :

I am compiling a credentials file to support my application to **Medical School.** For my file, I respectfully request that you please provide the Advisory Committee on Health Professions with a letter of evaluation to be included in the Committee Letter of Reference. You may choose the salutation for your letter, but common examples include, "Dear Admissions Committee" or "Dear Members of the Admissions Committee." The Advisory Committee will not edit what you write, and **your letter will be included in its entirety** within the Committee Letter. This Committee Letter is sent by Carleton on my behalf to those medical schools which I specify to the Committee.

Please email your letter as an attachment, **signed and on letterhead** to the Pre-Health Advisor, Pam Middleton, (preferably as a Word document as well as the pdf) to **pmiddlet@carleton.edu.** You may also send a hard copy through the mail (Pam Middleton, Pre-Health Advisor, Carleton College, One North College St., Northfield, MN 55057), but if the letter that you email to Pam is signed and on letterhead, you do not need to send the hard copy.

Medical schools are particularly interested in the characteristics listed below. Please address those that you know well and personally. My other references will speak to other qualities.

I have (____) have not (____) waived my right to review my Committee file containing my letters of reference.

Thank you.
Signed, _____ Date _____

Academic Performance and Intellectual Ability

INTELLECTUAL CAPACITY AND RETENTION: Ability to ingest, integrate, and work with a large quantity of information and the ability to remember.
INTELLECTUAL KEENNESS AND DEPTH: Ability to grasp quickly, analyze and understand complex material and concepts.
ORIGINALITY AND IMAGINATION: Ability to envision and define new perspectives, arrangements, approaches.
RESOURCEFULNESS: Ability to manage resources already at hand, and to develop and manage new resources.

Motivation for Medicine

ENJOYMENT IN AND COMMITMENT TO: (1) the study and application of science; (2) interacting and working with others; (3) providing service and assistance to others; and (4) the specific functions and activities of health delivery.
INDUSTRY: Applications, energy, perseverance, stamina, and endurance.

Ability to Communicate and Relate to Others

INTERPERSONAL RELATIONSHIPS: Ability to work with and to get along with others, rapport, cooperation, attitudes toward supervision.
EMPATHY: Sensitivity to the needs of others, consideration and tact.
COMMUNICATION SKILLS: Clarity of expression and articulateness in oral and written communications.

Personality

MATURITY AND EMOTIONAL STABILITY: Personal development, ability to cope with life situations, performance under pressure, mood stability, consistency in ability to relate to others.
JUDGMENT: Ability to analyze an operational problem involving people and/or material, common sense, decisiveness.
SELF-CONFIDENCE: Assuredness, capacity to achieve with awareness of own strengths and weaknesses.
INDEPENDENCE: Ability to act autonomously with productivity and comfort.
DEPENDABILITY AND RESPONSIBILITY: Reliability, promptness, conscientiousness

Distinctiveness of the Individual

Discuss those things that you think are most important to know about the candidate regarding qualifications for admission to Medical School.