

### For the Letter Writer/Recommender:

Thank you for agreeing to write a letter of recommendation for a Marquette University undergraduate student. Letters of recommendation are a **critical** part of the application process for health professions programs, and we appreciate your time and effort on behalf of our students. If you feel you cannot write a positive letter, please consider not writing one, and let the student know that. A negative or even a neutral letter of recommendation can and usually will keep a student out of their chosen profession, so please keep that in mind as you consider writing a letter. **Letters for medical or dental school applicants are due by July 15.** If you know you will not meet that deadline, please email [laurie.goll@marquette.edu](mailto:laurie.goll@marquette.edu).

Medical and dental schools do not expect any one letter writer to provide information about every characteristic of an applicant. In fact, they require multiple letters specifically because no one letter writer is expected to know everything about an applicant. **Our pre-health office will take input from each individual letter writer's objective assessment form to create one comprehensive objective cover form for the letter packet.**

Below are some guidelines that may help you in writing your letter:

1. Provide an accurate assessment of the applicant's suitability for medical or dental school rather than advocate for the applicant.
2. Briefly explain your relationship with the applicant, how long you have known the applicant, and in what capacity you have interacted (e.g., professor, advisor, supervisor, etc.)
3. Quality is more important than letter length. Focus on the applicant rather than details about the lab, course, assignment, job, or institution.
4. **Only** include information on grades, GPA, DAT or MCAT scores **if** you are providing context to help interpret them. Grades, GPA, and MCAT or DAT scores are available within the application.
5. Focus on behaviors that you have observed directly when describing applicants' suitability for medical or dental school. Consider going into more detail about some of the criteria from the Objective Recommendation Form.
6. Please refer to the objective assessment form, and include any of those competencies at which you feel the student excels, and provide examples if possible. Please make sure that your responses on both the objective and subjective correlate (e.g. if you rate a student as "average" on the objective form but write a glowing subjective letter, that will cause confusion for the pre-health office when creating the master objective form, which is in part an average of all the letter writer assessments.)
7. Think about what you think this student will contribute to the incoming class or program, and include that in your letter.

**If you have any questions or concerns, please contact:**

**Laurie Goll**

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