HEALTH PROFESSIONS ADVISORY COMMITTEE
SKIDMORE COLLEGE
Guidelines for Writing Letter of Recommendation for Health Professions

The Health Professions Advisory Committee is working with Skidmore students and Skidmore alumni who are applying for admission to health professional schools. One responsibility of the Committee is to write a composite letter of recommendation on behalf of the applicant. For this purpose, we make use of the transcript, admissions test scores, experiences with the applicant in our courses, the student's articulation of career goals, and comments from references that are selected by the student. In our composite letter, we try to present each student as a unique individual, with as much emphasis on the strength of that individual as we can indicate, while maintaining fairness to our total group of applicants. It is your comments that enable us to personalize each composite letter, since you represent a unique source of evaluation.

Your recommendation letter should bring out qualities and achievements of the applicant beyond those apparent from the transcript. Qualities of particular interest to the health professional schools are listed below, not necessarily in any order of importance, to assist in directing your response. Please do not feel obligated to discuss all of these. It is most helpful to us if you support your evaluative statements with brief, but specific, illustrations or anecdotes.

INTELLECTUAL QUALITIES

- Ability to apply general information and to handle abstract ideas
- Clarity of oral and written expression
- Consistency of working up to potential
- Interest in medicine and learning

LABORATORY ABILITY

- Manual dexterity Efficiency Inventiveness/Initiative

CHARACTER AND PERSONALITY TRAITS

- Perseverance
- Maturity
- Willingness to assume responsibility
- Integrity
- Self-discipline
- Self-confidence
- Curiosity
- Ability to handle stressful situations

Leadership
Motivation
Sensitivity/Compassion
Dependability
Creativity
Adaptability
Flexibility
Relationships with others

Please transmit your letter on Letterhead or personal stationery and include the HPAC coversheet provided by applicant. We thank you for your assistance. Please mail letter to:

The Health Professions Advisory Committee
Eleanor Hutchins
Skidmore College
Saratoga Springs, NY 12866-1632