

November 2021

Dear health professions advisee,

Please follow these instructions to request evaluation letters from your professors and others writing on your behalf for your health professions advising office file and committee review. We only accept letters sent electronically so please read these detailed directions carefully in order to relay this to your evaluators, and to be able to track your letter progress.

First, please copy and paste the template below to request your letters via email. Please note, all letters must be dated, signed, on official letterhead, and in the form of a PDF emailed to hpletters@holycross.edu. Letters without signatures and letterhead will be returned to the recommender.

Second, please reply to this email with a list of the letters you requested using the spreadsheet template attached. The office will use this to create a shared Google Sheets file for you so you can track the status of your letters and add recommenders your list later. If you have already have a tracking sheet, please edit this in order to update us of any new letters you've

We require a minimum of three letters of the following types for a preliminary committee review, but almost always need more to craft a compelling committee letter. If you are unable to obtain any of these letters, contact Prof. Cahill to discuss the situation. Please ask that at least three letters be submitted by February 15. If letters come in late, it may delay your review.

1. A professor from your major department at Holy Cross with whom you completed at least one class
2. A professor from a laboratory science course at Holy Cross outside of your major with whom you completed at least one class. (Note: this requirement may be met by the instructor of the lecture portion of the laboratory science course, e.g. introductory biology. Letters from laboratory instructors are helpful but do not meet this requirement.)
3. Someone who supervised your work in a clinical (or similar) setting
4. If you are an alumnus and currently employed, a letter from a supervisor. If you just started your position, you may request the letter to arrive by April 15.

However, **more letters are almost always necessary** for both a comprehensive review and to write a strong composite committee letter to your health professions school. We need evaluations from people who have known you in a variety of classroom, laboratory, clinical, and professional settings. Additional letters from a professor, coach, advisor, mentor, or supervisor who can review your academic, volunteer or professional activities are helpful. Letters from instructors in humanities classes are especially valuable. More than one letter from your major and laboratory sciences are usually needed. In general, it is helpful to ask letters from all those with whom you have worked closely, and from a range of activities. Note that if you are applying to osteopathic medical school (DO) you need a letter from an osteopathic physician, and if you are applying to dental school you need a letter from a dentist before you apply to your graduate program. We continue to accept letters until your letter is submitted to the application service in summer. We will securely hold

submitted letters until you apply, so you do not need to re-request letters if you delay your application for a year or more.

Summary:

1. Please fill out and cut and paste the template to request a letter, and e-mail the request directly to your recommender.
2. Please fill out the attached spreadsheet with the list of requested letters and e-mail it to hpletters@holycross.edu with “[your name] letter list” as the subject. (If you have a spreadsheet from a previous year, please edit that spreadsheet with any new letters you are expecting in order to track).
3. Check on the status of letters over time and add additional letters any time you want through the Google Sheet that will be shared with you

Please copy and paste this template into the body of an e-mail to be sent to your evaluator:



REQUEST FOR EVALUATION

Please return to hpletters@holycross.edu by: _____

_____ is applying to the Holy Cross Health Professions Advising Committee for a recommendation to _____ school. By sending this message, the applicant has waived the right to see your evaluation, and a signed waiver has been received by our office. We would appreciate your evaluation of this student in terms of the following attributes: intellectual potential, academic performance, industry, sensitivity to the needs and concerns of others, emotional stability, maturity, interpersonal relations, and integrity. Please make your letter as explicit and concrete as possible. It is helpful to give examples of how the applicant has demonstrated academic or personal qualifications. If you have taught the applicant, please indicate the approximate rank in class.

We may include portions of your evaluation in a composite letter which will be sent to all schools to which the applicant applies or we may send your letter in its entirety. If there is a confidential statement you would like to make to the committee but do not want to share in the composite letter, please include it as a separate sheet.

We know that writing evaluations are time-consuming and sincerely appreciate your writing on this applicant's behalf.

Health Professions schools require the following:

1. **Submit your letter of evaluation on official letterhead.** *If you do not have access to official letterhead, please explain in the body of the letter. Professional schools will generally not accept letters that are not on letterhead.*
2. **Letter must be signed with your signature, title & affiliation.** *If you are unable to provide a scanned signature, please note the letter that it is electronically signed. Professional schools will generally not accept letters that are not signed (at least electronically)*

3. **Save the letter in .PDF form and send to hpleters@holycross.edu.** Please do not send Word Documents or JPEG files (photos of letters).