

September 2020

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 electronically to hpletters@holycross.edu so please read the directions carefully.

First, if you have not already done so, please reply to this email with a list of the letters you have requested/are requesting using the LOR list template. 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. Once you receive your shared google sheet, it is up to you to make changes to any requests you add in the future, it will not be updated for you if letters come in and are not on the spreadsheet.

Second, when requesting letters for your file, please copy and paste the template below to request your letter via email. Please note, professional schools require letters to be dated, signed, on official letterhead, and in .pdf form. Try to solicit for letters that you know are able to be submitted in this format.

Recall that for a committee review you must have at least three of the following letters in your file, but more are helpful for your review and we *need* several more to write a good composite letter:

1. A professor from your Holy Cross major department with whom who completed at least one class
2. A professor from a Holy Cross laboratory science course outside of your major with whom you completed at least one class
3. A professor, coach, advisor, mentor or supervisor who can review your academic, volunteer or professional activities. They should be able to comment critically on your personality, character, academics and/or motivation

While we require a minimum of three letters to review a file, more letters are helpful for a review, and we need additional letters to write a strong composite committee letter to your health professional school. We encourage you to solicit at least five letters from various people who have seen you in different environments before the winter holidays. Letters from your humanities classes are extremely helpful. Ask for at least three of the letters that meet the guidelines above to be submitted by February 15th. We will accept additional letters after that date, however, please ensure letters are in prior to the committee meetings that start late March. You may also solicit letters anytime in the spring or early summer to comment on courses or activities during that time. While these letters may not be used in your review, they will be useful in writing your committee letter.

If you are applying to osteopathic (DO) medical school, you will need a letter from a DO when you submit your application. You should request this letter be sent to our office via hpletters@holycross.edu by May 1st so we can submit it on your behalf. (We do not need it for your committee review). Similarly, if you are applying to dental school you will need a letter from a dentist and should request one be sent to your file before your application. Please do not request these letters

last minute as your committee letter will be held up. Also keep in mind DOs and Dentists are also very busy and they need time to submit, so it is suggested asking for a May 1st deadline. As per other letters, it is your responsibility to add these letter requests to your Google sheet that is shared with you so you may check on the status of your letters.

Summary:

1. Please fill out the attached spreadsheet with the list of requested letters and e-mail it to hpleters@holycross.edu with “[your name] letter list” as the subject.
2. Please fill out and cut and paste the template below to request a letter, and e-mail the request directly to your recommender.
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 into the body of an e-mail to be sent to your evaluator:



REQUEST FOR EVALUATION

Please return to hpleters@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.

Please submit your dated letter of evaluation on official letterhead with your signature, title and affiliation as a PDF (not Word or .jpeg) to hpleters@holycross.edu. Please use “[applicant name] letter” as the subject of the e-mail. *(If you are unable to provide a scanned signature, please note it is electronically signed.)* If you do not have access to official letterhead, please explain in the body of the e-mail. Professional schools will generally not accept letters that are not on letterhead or signed (at least electronically).