Cornell College Health Professions Advisory Committee Guidelines for Letter Writers

Thank you for providing a letter of recommendation for a health science applicant from Cornell College. The Health Professions Advisory Committee (HPC) at Cornell suggests referencing the following guidelines when writing a letter or recommendation. These guidelines were adapted from several professional schools’ recommendation forms.

Please address the letter to the Cornell Health Professions Committee and return the letter to the Dimensions Associate Director, as indicated on the waiver form. Your letter will be provided to Cornell’s HPC for purposes of constructing a committee letter of recommendation for this candidate. The Committee includes two biology faculty, the Dimensions Program Coordinator, and a fourth Cornell faculty or administrative member of the student’s choice. As preferred by most professional schools, your letter will be submitted in a packet format to the professional schools indicated by the candidate. The candidate will not have access to your letter unless he/she has not waived their right to review it.

Letter Content

Characteristics listed below are those that are commonly suggested by professional schools when evaluating candidates. In narrative form, please address those areas in which you can honestly evaluate the candidate, providing details or examples of interactions you have had with the candidate that exemplify these characteristics. It is also helpful to state the capacity in which you know the candidate, and any distinctive characteristics that may set the candidate apart.

- Motivation for the profession

Genuine motivation and enjoyment for the healthcare field, depth of commitment, stamina and endurance for the profession, providing service and assistance to others, knowledge of the specific functions and activities of

  - Healthcare delivery
  - Interpersonal skills

Rapport with peers and supervisors, cooperation with others, ability to motivate and inspire, leadership skills, empathetic and sensitive to needs of others. Communication skills as witnessed in written and verbal clarity of expression. Knows limits and seeks assistance when needed.

- Personality

Maturity and mood stability, performance under pressure, shows ethical and moral integrity and honesty, assuredness, independent but also a team player, works autonomously, reliable, self-confidence in abilities.

  - Intellectual ability and academic performance

Ability to grasp, analyze, integrate, and retain a large quantity of information. Original and imaginative,
resourceful in collecting and using information. Intellectual curiosity, seeks out information above and beyond the classroom.

**Additional information**

Personal interactions with applicant, distinctive or unique qualities of applicant, thoughts on success of applicant in a professional academic program in the health sciences, and on their future success as a clinician, researcher, or healthcare professional.