

LETTERHEAD often includes your office or department name and logo, indicating an official document.

February 1, 20XX

The **DATE** of writing identifies your letter as current.

To Whom It May Concern:

Each letter adds credibility and personality to a student's professional school application.

In the **BODY** of a recommended letter (usually $\frac{3}{4}$ to 2 pages single spaced) describe your experience with the applicant, the applicant's personality and demeanor, and personal qualities making the applicant well suited to patient care and/or advanced education.

Consider commenting on things like:

- **CHARACTER** – integrity; ethical and moral values; dependability
- **MOTIVATION** – enthusiasm for the profession; certainty and commitment to career goals
- **STABILITY** – maturity; consistency of behavior; response to criticism/stress
- **SOCIAL VALUES** – interpersonal relationships; concern for others; cooperativeness
- **INTELLECT** – curiosity; mental capacity; perceptiveness; problem solving ability
- **INDUSTRY** – efficiency in work habits; manual skills; initiative; resourcefulness
- **PERSONALITY** – manners; poise; tact; disposition; acceptance by others
- **LEADERSHIP** – ability to inspire, organize and supervise; acceptance of responsibility
- **APPEARANCE** – grooming; personal hygiene; dress
- **COMMUNICATION SKILLS** – verbal and nonverbal; ability to establish rapport

Admissions officers are very interested in specific events and examples that reveal the applicant's personality and abilities.

Respectfully,

R. Franklin Smith

Your **SIGNATURE**, like your office letterhead, makes a letter credible and official. Professional schools only accept letters signed by the writer.

Most schools do not accept e-signatures.

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