Dear ________________________________:

(name of recommender)

Schools of human medicine are interested in candidates who demonstrate professionalism, humanitarian personal traits, and academic excellence. Here are some guidelines for a useful letter of recommendation.

**Extent of your relationship with the applicant:**
- Length of time known
- Depth of knowledge about the applicant

**Non-academic attributes:**
- Integrity: ethics, honesty, social responsibility
- Service orientation: altruism, sensitivity, responsiveness to needs of others
- Professionalism: reliability, dependability, cultural competence
- Social and interpersonal skills: teamwork, independence, leadership
- Personal qualities: compassion, resilience, adaptability, self-reliance, sense of humor, stamina
- Fit with and understanding of a career in human medicine

**Academic competencies:**
- Desire to learn: intellectual curiosity
- Distinctive contributions to an academic enterprise
- Attitude toward course activities in and outside of class
- Writing skills
- Group or teamwork skills
- Research competencies
- Overall academic excellence and ability, particularly if at variance with academic performance

**Your conclusion/overall recommendation:**

Letters of recommendation are a critical component of the admissions process for applicants to professional schools of human medicine. The Health Careers Evaluation Committee often quotes directly from your letter when preparing the narrative evaluation of each applicant. We use your comments to illustrate the impressions we otherwise draw from applicants’ written materials and interview (if conducted).

Please submit your letter on official letterhead, dated, and signed. Your letter will be attached to the HCEC letter of evaluation and sent through secure electronic transmission to the medical or dental school application service(s).

Thank you for writing on behalf of this applicant.

Sincerely,

Graeme Bailey, Professor
Chair, Health Careers Evaluation Committee
LoRs must be on letterhead, dated, and signed by the writer, as required by medical school admissions offices.

Letter Writers - How to submit the LoR and this form: The HCEC prefers to receive the LoR electronically as a .PDF or Word document via one of the secure delivery methods listed below. If the HCEC registrant has completed the FERPA Intent Form below, please include a copy of it along with your LoR.

- Cornell faculty or staff members: Please log in to Cornell DropBox using your Cornell NetID and password. Upload the letter to “hcec_letters@cornell.edu.”

- Those unaffiliated with Cornell: The HCEC strongly encourages letter writers without Cornell NetIDs to upload documents using the HCEC’s Secure Guest Portal. So that we may authenticate the origin of your letter, please email hcec_letters@cornell.edu from your institutional email address, and include the full name of the HCEC registrant. Please do not attach the letter in your email. You will receive a link via email to the Secure Guest Portal, usually within one business day. The HCEC cannot accept letters from private email addresses such as gmail.com or yahoo.com without special prior approval. Please contact the HCEC at hcec@cornell.edu with any questions.

- A hard copy of a letter to the HCEC may be sent via postal service or campus mail to this address:
  HCEC Records Coordinator, 210 Barnes Hall, Ithaca, NY 14853-1601

FERPA Intent Form
(to be completed by the HCEC Registrant, not the letter writer)

Letter writer contact information:
Writer Name: ______________________________ Title: __________________
Phone: ___________________ Email: ________________________________

Due date: Registrant and writer agree that this letter will be submitted by (enter date): ______________

Note: For undergraduates applying through HCEC, the letter due date is March 2, 2018.

The Family Educational Rights and Privacy Act (FERPA) of 1974 (20 U.S.C. § 1232g; 34 CFR Part 99) provides individuals the right to review their education records, which include letters of recommendation. Each registrant has the option to waive his/her FERPA right to view a letter of recommendation.

The HCEC will assume that the registrant has retained FERPA rights to view this letter unless: 1) the letter writer’s name is included above, 2) this form is signed by the HCEC registrant with the “waive” box checked, and 3) this form is returned to the HCEC (email, postal mail, or hand-delivered to 210 Barnes Hall).

Registrant name, printed: ____________________________________________________________

I hereby ☐ waive my right, under FERPA, to access this letter. (Signature required)

Registrant signature: ________________________________ Date: __________

I ☐ do not waive my right, under FERPA, to access this letter. (No signature required)