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**Board of Health Professions Advisors**  
Smith College  
Northampton, Massachusetts 01063  
T (413) 585-4296

Dear Recommender,

Thank you for taking the time to write a letter of evaluation for this applicant.

1. **Your letter must be signed and appear on institutional or organizational letterhead. Health professions schools will not accept letters lacking signatures or letterhead.**
2. Address your letter to the **Smith College Board of Health Professions Advisors**.
3. Your letter should be submitted to the Interfolio document archive service **no later than May 25**. The applicant will provide you with instructions.
4. Your letter plays a key role in the admissions process, and it becomes part of our committee letter. The committee letter is a narrative evaluation of an applicant's qualifications and reflects information gathered from individual recommendation letters among other sources. Highlights from your letter may be quoted in the committee letter, and your entire letter will be included as part of the committee letter file that will be shared with health professions schools.

**Key elements of a strong letter of evaluation for a health profession school:**

- State how long you have known the applicant, and in what context.
- Most helpful are reflections based on your direct experiences with the applicant.
- Admission committees encourage you to assess core competencies sought in future health care providers, including *critical thought, organization, communication, scientific inquiry, intrinsic motivation, integrity, cultural competency, resilience, and passion for science and service*. AAMC provides a helpful [list](#) for reference.
- Instances where the applicant has stood out or provided unique contributions are particularly helpful, as well as longitudinal, evidence-based examples. Comparisons may be useful provided you offer a relative frame of reference for context.
- Admission committees appreciate insights into challenges the applicant has faced, especially if you believe this challenge has shaped this individual's path to a career in health care.
- Comments that fall outside your direct experience with the applicant (for example, from an applicant's resume) are not useful, therefore we recommend leaving these out.

Lastly, but importantly, we encourage you to let your applicant know if you are unable to provide a strong recommendation. Applicants understand the importance of these letters and will appreciate the opportunity to seek a stronger recommendation elsewhere if need be.

Thank you again for taking the time to help this applicant achieve a life-changing goal. Please contact me directly if you have any questions or concerns during the preparation or uploading of your letter.

The Smith College Board of Health Professions Advisors

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<https://www.smith.edu/health-professions>