\***Guidelines for Writing a Letter of Evaluation for a JAMP Student**

The guidelines are intended to enhance the letter-writing process by providing a general framework of best practices and relevant content for letter writers to follow.

Guidelines

1. Provide an accurate assessment of the applicant’s suitability for medical school rather than advocate for the applicant.

2. Briefly explain your relationship with the applicant:

• How long have you known the applicant?

• In what capacity have you interacted (e.g., faculty, premedical advisor, supervisor)?

• Are your observations of the applicant direct or indirect?

3. Quality of information is more important than letter length. Focus on the applicant rather than details of the lab, course, assignment, job, or institution.

4. Only include information on grades, GPA, or MCAT scores if you also provide context to help interpret them. Grades, GPA, and MCAT scores are available within the application.

5. Focus on behaviors you have observed directly when describing an applicant’s suitability for medical school. Consider describing:

• The situation or context of the behaviors.

• The actual behaviors you observed.

• Any consequences of the behaviors.

6. Ask the applicant for permission if you plan to include any information that could be considered potentially private or sensitive.

7. Consider including unique contributions that an applicant would bring to an incoming class, such as:

• Obstacles that the applicant had to overcome and how those obstacles have led to new learning and growth.

• Contributions that an applicant would bring to a medical school’s diversity, broadly defined (e.g., background, attributes, experiences).

8. Admissions committees find comparison information helpful. If you make comparisons, be sure to provide context. Include information about:

• The comparison group (e.g., students in a class you taught, students in your department, co-workers).

• Your rationale for the comparison.