



Trinity College
Career Services Office
300 Summit Street
Hartford, CT 06106

Health Professions Advisory Committee RECOMMENDATION LETTER

To be completed by student (please type):

NAME

CLASS YEAR

PROFESSIONAL SCHOOL or PROGRAM

SOCIAL SECURITY NUMBER

Sign one of the boxes below:

I wish this recommendation to be CONFIDENTIAL and hereby waive my right of access to it.

SIGNATURE

DATE

I wish this recommendation to be NON-CONFIDENTIAL and hereby retain my right of access to it.

SIGNATURE

DATE

TO THE WRITER: Please type your recommendation in the space below. See the other side of this form for instructions.

SIGNATURE

DATE

NAME (TYPED)

TITLE

ADDRESS

INSTITUTION

To the writer:

Once returned to the Career Services Office, this recommendation will become part of the student's health profession school application file. It will be sent intact, as a copy, only to the admissions office of the health profession schools designated by the person being recommended. Your letter should be typewritten; please proofread your statement carefully and then return it to the Career Services Office.

Please consider addressing the following points when writing your recommendation:

- Length of time you have known this student and in what context (name the course or other associations, if you can).
- Ability to apply general information and to handle abstract ideas, clarity of expression (both oral and written), laboratory skills, perseverance, maturity in judgment, self-discipline, integrity, self-confidence, resourcefulness and creativity, initiative, capacity for hard work, sensitivity and tolerance for others.
- If possible, cite specific instances, which have contributed to your judgments of this student.

If you have reservations about the student and cannot write a positive recommendation, please discuss this with the student. The student will benefit more from knowing of your reservations than from receiving a qualified letter from you.

If you have questions about preparing a Recommendation Letter, please contact a member of the Health Professions Advisory Committee.