

Faculty Information: Composite Letter Writer Guidelines

Students will be required to have a composite letter written by a Pre-medical Council member. It is recommended that you meet with the student in person so that you can review their personal statement, resume, and any additional information including paid and volunteer experience that will be valuable for you to know before writing this letter.

After meeting with the student, you should be able to comment on his/her personal qualities as well as the student's aptitude and potential for a health profession career.

For your information, the suggested materials for students to prepare for you prior to the meeting follow below.

In writing the composite letter of recommendation, your health professions adviser needs as much information as possible regarding your academic ability, activities and personal qualities. Give as much detail as possible; include dates of activities, jobs, volunteer work, and any unique activities that would help the professional school admissions committee choose you. Don't be shy; sing your praises.

Academic Honors

List any awards, prizes, honors, etc., received while in college. How often are they given (each semester, once a year)? How many other recipients receive it at the same time?

Extracurricular Activities

List any cocurricular activities you spend a significant amount of time on and are of significant value to you.

Work Experience

List any jobs you committed a significant part of your time to during the academic year.

Experience in Health Care Delivery

List and describe any work experience (volunteer or salaried) you have had in "hands on" health care.

Research and/or Independent Study

List and describe any independent study or research projects you have been involved in during your undergraduate study.

General

What has captured your interest in the past three years? What excites you? What have you done to pursue your interests?

Contact

If you have any questions or comments about this page, please contact:

David C. Oroza, M.S.

Director Pre-professional Advising and Fellowships

Nexus Building 147

Adelphi University

Garden City, NY 11530

p - 516.877 .3140

e - doroza@adelphi.edu