

## GUIDELINES FOR LETTERS OF EVALUATION

**For a letter of recommendation on behalf of a student applying for the PharmD/MD dual degree program, please provide specific, focused information about the candidate.**

1. Provide context of your relationship with the applicant: in what capacity have you interacted, how long have known the applicant?
2. Focus on behaviors, rather than general comments on the candidate; it is especially useful to describe behavior you have observed directly, as well as the context in which you observed the behavior.
3. Comparisons are useful; compare this student to others in your classroom, lab, clinical setting.
4. Overall, provide an assessment of the applicant's suitability for the PharmD/MD dual degree program, rather than a general letter of advocacy.
5. The letter may refer to one or more of the qualities/competencies identified in the list below.
  - Unique contributions, obstacles overcome, diversity defined broadly
  - Core competencies:
    - Thinking and reasoning skills
    - Science (ability to apply knowledge to solve problems)
    - Interpersonal skills (service orientation, social skills, cultural competency, team work skills, competence in oral communications)
    - Intrapersonal skills (ethical standards, reliability, resilience, capacity for growth)

Signed letter of reference should be sent directly to the School of Pharmacy; candidate will waive the right to see the letter. Address letter to:

Dr. Carol S. Goldin  
Associate Dean  
PharmD/MD Admissions  
Ernest Mario School of Pharmacy  
Rutgers, The State University of New Jersey 08854  
160 Freylinghuysen Road  
Piscataway, NJ 08854

*Preferred format: email.* Please send signed PDF to: [csg@pharmacy.rutgers.edu](mailto:csg@pharmacy.rutgers.edu), with "Recommendation letter – PharmD/MD" in the title line.

November 1, 2013