YOUR NAME Request for Letter of Recommendation from Dr. Larry Chu

*Dr. Chu, thanks so much for agreeing to write me a supportive letter of recommendation for [what is the purpose of the letter?]. As we discussed, the deadline for my letter is [deadline date] but it would help me tremendously if you were to be able to submit my letter by [early deadline date]. If you have any questions, please don’t hesitate to contact me by email* [*[your*](mailto:timjlee@stanford.edu) *email address] or phone [your phone number]. I’ve included some basic information below, to supplement my CV and personal statement, for your reference to assist you in writing my letter.*

**Purpose of letter**: [what is the purpose of this letter?]

**About me**: [Please write a few sentences about yourself, where you are from, your family, your background.]

**How we know each other**: [Please write a few sentences describing how we know each other, the length of time we worked together, in what capacity, and how long we have known each other.]

Unique contributions to an incoming medical school class:

* ***Obstacles I have overcome that have led to new growth and learning****:* [Please write a paragraph. Write it in the third person, as if Dr. Chu were describing you to someone else. How would he tell a story about you and back it up with evidence?]
* ***How I could contribute to a medical school’s diversity, broadly defined (e.g. background, attributes, experiences, etc).*** [Please write a paragraph. Write it in the third person, as if Dr. Chu were describing you to someone else. How would he tell a story about you and back it up with evidence?]

Letters of recommendation often ask writers to address core entry-level competencies for medical school. I’ve listed these core competencies below, and referenced personal examples from my own life and experience reflecting on these competencies, for your convenience.

**Thinking and Reasoning Competencies**

*Critical Thinking: Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems*

* [Please write a paragraph. Write it in the third person, as if Dr. Chu were describing you to someone else. How would he tell a story about you and back it up with evidence?]

*Quantitative Reasoning: Applies quantitative reasoning and appropriate mathematics to describe or explain phenomena in the natural world*

* [Please write a paragraph. Write it in the third person, as if Dr. Chu were describing you to someone else. How would he tell a story about you and back it up with evidence?]

*Written Communication: Effectively conveying information to others using written words and sentences*

* [Please write a paragraph. Write it in the third person, as if Dr. Chu were describing you to someone else. How would he tell a story about you and back it up with evidence?]

**Interpersonal Competencies**

*Service Orientation: Demonstrates a desire to help others and sensitivity to others’ needs and feelings; demonstrates a desire to alleviate others’ distress; recognizes and acts on his/ her responsibilities to society, locally, nationally, and globally*

* [Please write a paragraph. Write it in the third person, as if Dr. Chu were describing you to someone else. How would he tell a story about you and back it up with evidence?]

*Teamwork: Works collaboratively with others to achieve shared goals; shares information & knowledge with others and provides feedback; puts team goals ahead of individual goals*

* [Please write a paragraph. Write it in the third person, as if Dr. Chu were describing you to someone else. How would he tell a story about you and back it up with evidence?]

*Oral Communication: Effectively conveys information to others using spoken words and sentences; listens effectively; recognizes potential communication barriers and adjusts approach or clarifies information as needed*

* [Please write a paragraph. Write it in the third person, as if Dr. Chu were describing you to someone else. How would he tell a story about you and back it up with evidence?]

**Intrapersonal Competencies**

*Reliability and Dependability: Consistently fulfills obligations in a timely and satisfactory manner; takes responsibility for personal actions and performance*

* [Please write a paragraph. Write it in the third person, as if Dr. Chu were describing you to someone else. How would he tell a story about you and back it up with evidence?]

*Resilience and Adaptability: Demonstrates tolerance of stressful or changing environments or situations and adapts effectively to them; is persistent, even under difficult situations; recovers from setbacks*

* [Please write a paragraph. Write it in the third person, as if Dr. Chu were describing you to someone else. How would he tell a story about you and back it up with evidence?]

*Capacity for Improvement: Sets goals for continuous improvement and for learning new concepts and skills; engages in reflective practice for improvement; solicits and responds appropriately to feedback*

* [Please write a paragraph. Write it in the third person, as if Dr. Chu were describing you to someone else. How would he tell a story about you and back it up with evidence?]