



How the Heck Do You Get A Good Letter of Rec?

Identify potential recommenders

- Identify recommenders early, consider asking towards the end of your rotation instead of waiting until you've been off that rotation for a few months, this way the recommender will be thinking about it while examples are fresh in their mind
- Ask if they are willing to write a strong, POSITIVE recommendation for you
- If there are programs that you may apply to that a preceptor has connections with, utilize them
- Ensure you will be able to meet different residency program requests (i.e., programs may specify 2 clinical and 1 non-clinical reference writer, etc.)

Organize your plans

- Once you've identified which residency programs you will apply to, create a document to keep track of which letter writers will give a recommendation to which programs
- Keep in mind various due dates for programs

Create a tool to help your recommenders personalize your recommendation

- Consider using an Excel spreadsheet to list out each program your recommender will be creating a letter for
- Add information about why you are applying to each program and why you feel you are a good match
- Provide examples of your strengths and weaknesses
- List any specific requirements the program has for the PhORCAS recommendation form
- Keep track of clinical interventions throughout your time on rotation to provide examples to strengthen your application
- Provide any specific information or examples the recommender may be able to include in your reference in regards to work you've done (e.g., send them a copy of your CV/resume, provide specific examples of times you demonstrated qualities in the table listed below that they have witnessed)
- Consider sharing this [Letter of Recommendation Writing Toolkit](#) with your letter writer

Don't forget these important tips

- Recommenders will be asked to comment on the following qualities:

Professionalism	Written and oral communication skills	Leadership/mentoring skills	Assertiveness
Ability to organize/manage time	Ability to work with peers and communicate effectively	Clinical problem-solving skills	Effective patient interactions
Dependability	Independence and resourcefulness	Willingness to accept constructive criticism	Emotional stability and maturity

- Additionally, you may view the full recommendation form here: [Residency Recommendation Form](#)
- Notify your recommenders that they will be receiving a link from noreply@phorcas.org to submit their recommendation (check spam or junk folders)
- Send a thank-you e-mail/letter after receiving notification your recommendation has been submitted