



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)

**☑ 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](mailto: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