



June 2021

Dear Letter of Recommendation Author,

As you know, Letters of Recommendation (LoR's) are an important part of a student's application. Residency programs use them to learn about a student's fund of knowledge, clinical judgement, communication, interpersonal skills, and personal qualities. Importantly, programs want information to help them gauge a student's potential as a resident.

LoR's are one of the most important factors programs use when selecting candidates. If you do not know the student well enough to write a strong LoR or if you do not feel you can write a supportive LoR for the student, *please be honest with them and let them know.*

It may be helpful for you to meet with the student to discuss their interests, residency plans, and future goals prior to writing a letter for them. You might also choose to request the following documents from the student prior to writing their LoR:

- CV
- Personal statement (if available –usually completed in August of the student's 4th year)
- Transcripts

Below please find information regarding the Letter of Recommendation (LoR) Process for the 2021-2022 residency application cycle:

1. Information regarding AAMC ERAS LoRs:

All letters of recommendation must be uploaded by the LoR Author or their designee using the ERAS Letter of Recommendation Portal (LoRP).

- Applicants will provide you with a Letter Request Form that includes instructions for the ERAS Letter of Recommendation Portal (LoRP) as well as a unique identifier for each LoR you are asked to upload.
- If you do not already have an account, you will be asked to create one in order to gain access to the LoRP. Account creation is simple and only requires your name and email address.
- All technical specifications for letters can be found on the AAMC ERAS website:
<https://www.aamc.org/eras/lorp>

2. Information regarding Ophthalmology LoRs (SF Match):

Letters of Reference must be uploaded by the LoR Authors directly to an applicant's SF Match account via the SF Match System. Applicants will enter the letter writer's contact information to submit the request. An e-mail will be sent from SF Match to the author including a hyperlink that allows them to upload the letter of reference in pdf format.

3. Information regarding Military LoRs:

Military LoR instructions vary by branch and will be provided to the LoR Author by the student applicant. For some, LoR Authors will be required to mail the LoR directly to the program and for others they will require that LoRs are sent to the medical school who will then forward it to the designated military branch. For LoRs that must be sent from the school, the LoR author should send their LoR to Gabrielle Alaimo (gca37@drexel.edu) in the DUCOM Office of Student Affairs & Career Advising.

4. LoR Content and Other Considerations for LoR Authors:

- a. LoR Content: LoRs should primarily focus on your personal experiences with and/or assessments of a student during their clinical rotation or research experience with you.
Letters should include:
 - Your role and relationship with the student
 - How long and in what context you know the student
 - Details about the student and the student's performance, such as:
 - Potential in their field of interest
 - Professionalism
 - Interpersonal and leadership skills
 - Patient interactions
 - Medical knowledge
 - Personal characteristics
 - Specialty specific information/ Passion for medicine or specialty (unless student has requested a Specialty-nonspecific LoR – see below)
- b. Specialty-specific vs Specialty-nonspecific LoRs: Please confirm with the student whether they are asking for a specialty-specific LoR or a specialty-non-specific LoR. A non-specialty specific LoR is preferable for students who are applying to:
 - a preliminary and/or transitional PGY-1 program along with an advanced PGY2 program.
 - two specialties while they make final decisions based on Year 4 rotations.
 - two specialties due to the increasingly competitive landscape necessitating parallel/back-up specialty applications (we are recommending this to students applying in competitive specialties).
- c. Professional Letterhead: Please prepare LoRs utilizing professional letterhead. We encourage Drexel Med faculty at all clinical campuses to utilize stationary with the Drexel University College of Medicine (DUCOM) letterhead (in addition to your institutional letterhead) when writing LoRs for Drexel Med students. You can obtain this from the Medical Student Education Office at your campus or from our DUCOM Division of Clinical Education (clinicaleducation@drexel.edu).
- d. Signature/Faculty Appointment: Drexel Med faculty LOR Authors at all clinical campuses should include their Drexel University College of Medicine faculty appointment (e.g. Clinical Assistant Professor of Pediatrics)
- e. Additional Info/Questions:
 - ERAS LoRP website <https://www.aamc.org/eras/lorp>. ERAS HelpDesk: contact by email eraslorportal@aamc.org or by phone 202-862-6249.
 - SF Match LoR Questions: email: help@sfmatch.org or call 415-447-0350.
 - DUCOM Office of Student Affairs & Career Advising: 215-991-8221.

Thank you for writing a Letter of Recommendation on behalf of our medical students.

Sincerely,

Amy C. Fuchs, M.D.
Senior Associate Dean for Student Affairs

Seema Baranwal, M.D.
Associate Dean for Student Affairs

Linda Berardi-Demo, EdD, MPA
Associate Dean for Admissions, Enrollment and Student Affairs