



LOMA LINDA UNIVERSITY

School of Medicine

**Use official letterhead from your department.**

Date

Re: John Doe, AAMC #####

Dear Program Director,

It is my pleasure to write this strong letter of support for [name] for your residency program. I have worked closely with [name] for [years and context]. I have observed [name] in multiple settings: inpatient ward rounds, outpatient clinics, and in didactic sessions. [Describe interaction and depth of knowledge.]

**Use specific and accurate descriptions of the student's abilities.**

[Name] is .... [write about attributes and abilities]. [Name] is prepared for learning, regardless of the setting; in patient ward rounds, [name] is read up on the patients. [Name] is ready in taking notes with every patient encounter in clinic. During teaching conference, [name] displays a good fund of knowledge. On multiple occasions, [give examples of exemplary performance.]

**Avoid exaggeration, and avoid generic descriptors. Provide examples if possible.**

In addition to the strengths evident from the CV, [name] also ... [write about extras, things that stand out in particular, such as interpersonal skills, teamwork habits].

**If it will help, include statistics, such as top 25%.**

[If there are any minor weaknesses, frame them positively.]

In summary, I am happy in giving [name] my highest recommendation. In my experience, [name] is in the top [percentile] of all medical students whom I've worked with. Please let me know if you have further questions or if you would like more information.

Sincerely,

**Use a "real" signature, rather than typed.**

Name, Degree  
TITLES

**Include official titles.**

Instead of or in addition to the traditional letter, these specialties require standardized letters:

- [Emergency Medicine](#)
- [Orthopaedics](#)
- [Plastic Surgery](#)

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