

MEDLIFE MASTERY

LETTER OF RECOMMENDATION BRIEFING SHEET

Fill this out and give it to your recommender. It gives them everything they need to write you a strong, targeted letter.

HOW TO USE THIS SHEET

Complete this form for each person you're asking for a letter of recommendation. Hand it to them (or email it) along with your CV and any supporting materials. This isn't about scripting their letter — it's about giving them the context they need to write about you with confidence.

Your Information

The basics your recommender needs to know about you and your application.

YOUR FULL NAME**EMAIL ADDRESS****PHONE NUMBER****APPLICATION CYCLE (E.G., 2025–2026)****MEDICAL SCHOOLS YOU'RE APPLYING TO (LIST 3–5 TOP CHOICES)****WHY YOU WANT TO BECOME A PHYSICIAN (1–2 SENTENCES)**

Your Relationship With This Recommender

Help them remember who you are and what you did together.

RECOMMENDER'S NAME & TITLE**HOW THEY KNOW YOU (CLASS, LAB, JOB, VOLUNTEER WORK, ETC.)**

Example: "I was in your Organic Chemistry II class (Spring 2025) and attended your office hours regularly."

DATES OF YOUR INTERACTION**KEY MEMORIES OR MOMENTS THEY MIGHT REMEMBER**

Specific moments are more powerful than general statements. Think: a project you led, a challenge you overcame.

What You'd Like the Letter to Highlight

You're not writing their letter — you're giving them direction so the letter complements your overall application.

SUGGESTED LETTER THEME (CHECK ONE)

- | | |
|--|---|
| <input type="checkbox"/> Personal Growth & Potential | <input type="checkbox"/> Scholarly & Intellectual Ability |
| <input type="checkbox"/> Professionalism & Maturity | <input type="checkbox"/> Clinical Experience |
| <input type="checkbox"/> X-Factor (something unique) | <input type="checkbox"/> Other: _____ |

2-3 QUALITIES OR STRENGTHS YOU'D LIKE THEM TO SPEAK TO

Examples: work ethic, compassion, leadership, resilience, intellectual curiosity, collaboration, initiative.

ANYTHING SPECIFIC YOU'D LIKE ADDRESSED (OPTIONAL)

Is there a gap in your application (low GPA semester, withdrawal, career change) that this person can put in a positive light?

Submission Details

Make it as easy as possible for them to get the letter where it needs to go.

WHERE TO SUBMIT THE LETTER

AMCAS, AACOMAS, pre-health committee, Interfolio, specific school portal, etc.

DEADLINE FOR SUBMISSION

Set this 1-2 months before your actual deadline.

STEP-BY-STEP SUBMISSION INSTRUCTIONS (IF NEEDED)

If the process is complicated (e.g., uploading to a portal), walk them through it.

Attached Supporting Materials

Check off what you're including with this briefing sheet.

- | | |
|---|---|
| <input type="checkbox"/> Resume / CV | <input type="checkbox"/> Personal Statement Draft |
| <input type="checkbox"/> Unofficial Transcript | <input type="checkbox"/> List of Extracurriculars |
| <input type="checkbox"/> AAMC Submission Guidelines | <input type="checkbox"/> Other: _____ |

A NOTE TO YOUR RECOMMENDER

Thank you for supporting this student's medical school application. Your letter of recommendation is one of the most impactful parts of their application. The most effective letters speak to *who the student is as a person* — their character, values, and potential — not just what they did. A specific anecdote or observation goes much further than general praise.