

## ***Requirements for Letter of References***

One letter must be from a person in supervisor position of your current job.

At least one letter must be in institution letterhead.

Must address the following key points:

Timelines of completion of work

Response to annual reviews and feedback

Responsible behaviors

Involvement in the team

Involvement with the larger organization.

Second letter of reference may be from a current work colleague, a physician you have worked with, or a former supervisor in a healthcare position. It could be former faculty member whom you have kept in touch with since graduation. As above, it must address the following key points:

Responsibility to completion of work

Taking initiative in completion or starting of projects

Timelines of completion of work

Ability to accept constructive feedback

Letters from friends, family friends, former high school coaches, people not involved in healthcare, friends of your parents, and so on are not acceptable and will be declined as appropriate thus admission will not be offered.