



DONALD AND BARBARA  
ZUCKER SCHOOL of MEDICINE  
AT HOFSTRA/NORTHWELL

## Tip Sheet for Letter of Recommendation Writers

Thank you for agreeing to write a letter of recommendation for one of our students! Your letter is a critical part of this student’s application. **Please note, that due to Covid-19, the ERAS and residency interviewing timetable has been pushed back approximately one month.** We request that you submit your letter before **OCTOBER 7<sup>th</sup>**. Your timely submission to the Letter of Recommendation Portal (LoRP) is an extremely important part of the student’s Electronic Residency Application Service (ERAS) application package.

Please be aware that you are REQUIRED to upload letter directly to ERAS through the LoRP. In previous years, LoR writers had the option of submitting their letters to the Dean’s office, but this option is no longer available. Here are some things to remember when writing and uploading your letter:

Make sure to...	Example
Include the student’s name, AAMC ID Number and note whether the student has waived his/her rights to see the letter. This information should be provided to you by the student. <i>*Note: Make sure to check the spelling of the student’s name and use the right pronoun throughout.</i>	John Doe AAMC ID: 1100224 Note: John Doe has waived his right to see this letter.
Address your letter to the program director.	“Dear Program Director”
Consider including an opening statement expressing your enthusiasm.	“It is with great pleasure that I write this letter of recommendation for John.”
Describe how you know the student and in what capacity.	“I worked with John for two weeks during his selective in my department.”
Use specific examples—comment on the student’s medical knowledge, bedside manner, procedural skills, motivation and leadership, and any other qualities you feel are necessary for a resident in this field.	“John is a very strong student who regularly forms his own differential diagnoses for his patients and proposes tests/studies to confirm his theory.”
End with a clear summary statement.	“I would gladly accept John to my program.” Or “I give this student my highest recommendation.” Or “I would place John in the top 5% of students with whom I have worked.”
Include your contact information.	“Please don’t hesitate to contact me about this excellent (or some other positive adjective) student...”
Sign and scan the letter as a PDF on <b>LETTERHEAD</b> . <i>*Note: Letters with digital signatures cannot be processed.</i>	Upload your letter before <b>OCTOBER 7<sup>th</sup></b> . It must be uploaded as a PDF.

Letter of Recommendation Portal: [https://www.aamc.org/services/eras/282520/lor\\_portal.html](https://www.aamc.org/services/eras/282520/lor_portal.html)

### Need help?

ERAS HelpDesk is open M-F, 8am-6pm. 202-862-6249

Or

School of Medicine Registrar, M-F, 9am-5pm, 516-463-7576, [SOMRegistrar@hofstra.edu](mailto:SOMRegistrar@hofstra.edu)

Thank you, again, for contributing to one of our student’s applications. We greatly appreciate it!