



## Information or Evaluators

**Student/Alumni Name:** \_\_\_\_\_

Thank you for agreeing to write a letter of recommendation for the candidate noted above, who is applying for admission to PA school.

In your letter, please comment **as specifically as possible on what you have directly observed** in your experiences and interactions with this candidate. Your observations about any of following attributes are especially helpful:

- Work ethic
- Responsibility and professionalism
- Character
- Intellect and/or Analytical abilities
- Motivation
- Teamwork
- Dedication
- Interpersonal communication skills
- Capacity for improvement based on feedback
- Resilience
- Ability to work effectively with patients and colleagues from diverse backgrounds

Admission committees also appreciate any ranking you might assign to this student if you have taught them in a class, or even a general ranking of this individual among the many you have worked with over time.

**Length:** Most letters are at least one full page but not more than two.

**Format:** Your letter should be typed, signed, and printed on your institutional letterhead. You can address your letter, "To the Admissions Committee."

**Accuracy:** we know that evaluators are busy professionals, so we greatly appreciate the time you take to write your letter and carefully proofread it. Letters free of typos and other errors enhance applicants' chances of admission.

**Submission:** you will upload your letter to the Centralized Application Service for Physician Assistants (CASPA). The applicant will designate you as an evaluator in their CASPA account and then system will generate an email to you with further instructions. **Please do not include this form with your letter.**

**Deadlines:** CASPA asks applicants to select a deadline by which your letter should be submitted. This deadline should give you a reasonable amount of time to complete your letter. If the applicant has assigned a deadline that is sooner than you are able to complete their letter, you may ask them to assign a later deadline in CASPA.

*NOTE: URI Pre-Health Advising urges all applicants to request letters of recommendation as early as possible, and at least a month before any deadline.*

**Questions or concerns?** Contact Andrew Simmons, Ph.D., Director of Pre-Health Professions Advising, University of Rhode Island, ansimmons@uri.edu.