



New York University  
Preprofessional Advising Center

Committee Interview Packet  
For Candidates Seeking Entry to Health Professional Schools in Fall 2013

### REQUEST FOR LETTER OF RECOMMENDATION

**Student Name:** \_\_\_\_\_

**Applying for:** \_\_\_\_\_

This student wishes to pursue a career in the health professions and requires a letter of evaluation from our committee supporting an application to health professional school. In order to complete an accurate and detailed evaluation, we require the opinion of those who know the candidate well. To that end, the student will be well served by your candid and thorough evaluation, 2-3 paragraphs in length (or more if you wish). Please describe the following:

- how long and in what capacity you have known the student
- assessment of the student's intellectual and personal characteristics
- particular incidents which may illustrate these characteristics
- any special qualities which make the student well-suited for the health professions

- Your letter will be sent complete/unabridged along with our committee's letter to the admissions offices of health professional schools. Type your recommendation on departmental letterhead and please be sure to sign and date it.
- We will accept letters mailed to the office, but we prefer your letter sent as a pdf email attachment to david.mccarthy@nyu.edu. If you are scanning your letter into a pdf, make sure that your control panel settings are set for **black and white/300ppi**. Be advised that we cannot use electronic versions of your letter that are received in jpeg or tiff formats, nor can we use a faxed letter.
- We will complete our evaluation of the student only after all expected letters of recommendation have been received. Therefore, we will need your letter by May 16, 2012.

Should you have any questions, please don't hesitate to contact David McCarthy by either email or telephone, 212-998-8162.

You may address your letter to the attention of:

**David J. McCarthy-Recommendation Letter**  
**New York University**  
**Preprofessional Advising Center**  
**100 Washington Square East, Room 901**  
**New York NY 10003-6688**

Your letters are confidential and are used ONLY for purposes of supporting the candidate's application to a health professional school or a related scholarship. Unless you are otherwise notified, you may assume that the candidate has waived his/her rights to access. Thank you very much for your assistance.