Committee Letter Process (CLP)
Application Information Booklet

For UVM undergraduates and alums preparing for

**FALL 2019 Entry into Schools of:**

- Medicine
- Dentistry
- Podiatry
- Optometry

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**CLP PURPOSE**

Most medical and dental schools prefer/expect an evaluation of your candidacy by a formalized *Pre-health Advisory Committee* at your undergraduate institution. This booklet provides guidance for students and alums seeking to participate in the Committee Letter Process (CLP). That process culminates in the preparation of a Committee (or composite) Letter of Reference. The CLP begins during AY 2017-18 for matriculation in Fall 2019 to medical (allopathic and osteopathic) and dental schools. Students applying for admission to podiatry and optometry schools also have the option of participating in CLP. The Career Center will upload the Committee Letter and supporting recommendations to the Centralized Application Service (CAS) to which the student is applying.

The CLP entails several steps. The **first steps** are to determine your eligibility for participation (see below) and to assess your readiness – see “Should I Seek a Committee Letter Now” (p. - 4 -).

**ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN COMMITTEE LETTER PROCESS:**

- Status as a UVM degree-seeking undergraduate student or alum
  - If an alum, graduation from UVM within last 5 years
  - Post baccalaureate and MMS students should consult their respective Program Advisor
- On schedule to complete all prerequisites for medical/dental school by May 2018
- Completion of 24 credits of relevant science coursework at UVM
- GPA of ≥3.2
- Science and math average (BCMP) of ≥3.2
- At least 1 semester (or equivalent) of a health-related activity or 40 hours of shadowing
- No prior participation in CLP: Only 1 Committee Letter will be written per student
- Current medical or dental school applicants seeking matriculation in Fall 2018 without having participated in CLP must finish out the full 2018 application cycle prior to being eligible for the process.
- **Meet deadlines for submission** of all forms and documents. See “List of Due Dates” (p. - 17 -); “Suggested Timeline” (p. - 6 -); and Blackboard for details.

**Meeting these baseline requirements does not imply a competitive application.** You will be evaluated holistically, on your academic record, the strength and quality of your recommendations, health-related experience, service-orientation as evidenced by your record, perseverance through hardship if applicable, and areas of distinction beyond your academic record. You are strongly advised to develop a competitive candidacy prior to entering the Committee Letter Review process.
**SHOULD I SEEK A COMMITTEE LETTER NOW?**

- Will I be ready to apply this coming summer?
  - You are strongly advised to go through the Committee Letter Process (CLP) in the same year in which you plan to apply to professional school, in order to ensure that your evaluation and letter are current with your application. We will provide one Committee review and one letter, so participate when you are your best candidate.

- Will I complete at least 24 credits of relevant science coursework at UVM, and all of my pre-medical/dental course requirements by May 2018?

- Do I have an overall cumulative GPA of ≥3.5, and a science/math cumulative GPA (BCMP) of ≥3.5?
  - If not, do I have a record that shows significant and sustained improvement?
    - The average GPA and BCMP nationally of admitted applicants to allopathic medical school are 3.75 and 3.7, respectively. For dental school, they are ~3.5. If your averages are not competitive, we recommend further study to improve your academic record before applying to professional schools.

- Have I pursued at least one **meaningful and sustained** health related experience to test and inform my career plans?
  - Do I know enough about the realities of practicing medicine or dentistry to ascertain my “fit” for the profession and to participate in a meaningful dialogue during my interviews?

- Do I present a record that reflects a commitment to service and cultural competence?
  - Have I engaged in community service activities to develop my interpersonal and communication skills?
  - Have I stepped outside of my comfort zone and pursued experiences that will prepare me for serving diverse patient populations?

- Did I fully engage in extracurricular activities at UVM where I learned to work effectively with a team, and/or developed leadership skills?

- Does my record reflect intellectual curiosity and engagement?
  - Have I challenged myself academically and/or pursued independent study through research?

- Can I think of 3-4 relevant reference providers who know me well enough to strongly advocate for me as a professional school applicant? (2 letters should be from science faculty)

In our experience, unless your answer to these questions is a resounding, “Yes,” your other strengths might be overshadowed, and you will not present as a competitive candidate. If your answer is “no” to any of these questions, we encourage you to meet with the Pre-Health Advisor to discuss your options and develop a plan to enhance your candidacy.

What if I want to apply without the Committee Evaluation Packet?
Some medical and most dental schools will accept specifically defined individual letters of recommendation in lieu of a Committee Letter. However, most professional schools prefer a Committee Letter and may ask why you did not use the process. Check school-specific policies. Should you apply without the Committee Letter, you will need to open a letter file with Interfolio to manage your reference letters; more info on the Career Center [Graduate School Info](#) page.
GETTING STARTED

1. Start by reading through this entire booklet, paying particular attention to “List of Due Dates” and “Suggested Timeline.” Plan ahead and begin preparation as soon as possible.

2. Attend a required CLP Application Info Session during November (or December). 

   *Dates / times on the UVM Pre-Health website in the Announcement and Calendar sections.*

   - If you are an alum who is in the Burlington area, please attend a session in person
   - Alums outside of the area, should read through the entire booklet, and email cara.calvelli@uvm.edu with your questions, using Subject: CLP OOT

3. Complete the “Statement of Intent” Typeform, available on the UVM Pre-Health website, due by December 8th. You will then be enrolled in the “Pre-Health Committee Process” Blackboard site where many of the required forms and documents will be submitted.

   - Current students will see the “Pre-Health Committee Process” listed under “My Organizations” on their UVM Blackboard homepage
   - Alums will receive an email with login instructions. Contact career+clp@uvm.edu if you have not received instructions by December 14th

   Although you can withdraw your intent to participate at any time, once you have participated in a Committee interview, you will not be eligible to go through CLP again

4. Make contact with potential letter writers early — ideally before winter break — and provide them with the necessary signed LOR Request Form (p - 19 -) as soon as possible. See “Advice Regarding Letters of Recommendation” (p - 10 -).

The CLP is designed to help prepare you for the AMCAS or AADSAS application process. Several assignments require thoughtful preparation and writing, and you will benefit from utilizing your winter break to work on them. Detailed instructions provided in Blackboard.

Email will be an essential means of communication throughout your application year, not only for the Committee Process but also for the schools to which you apply. Please make sure to respond promptly and professionally, and to check your “Junk” or “Spam” frequently.

I look forward to working with you during the year. Appointments can be scheduled through Handshake (https://app.joinhandshake.com/appointments) or by calling (802) 656-3450. Alternatively, you can stop by The Career Center during Meet-Ups (see Pre-Health website calendar for hours). Be sure to return to the Blackboard site and Pre-Health website Announcements and Calendar frequently.

I recommend you print out the “List of Due Dates” (p - 17 -) and refer often to the “Suggested Timeline” (p - 6 -) and in Blackboard.

With wishes for a successful journey,

Cara
Cara F. Calvelli, MD
SUGGESTED TIMELINE

November & Early December 2017
- Attend a required CLP Application Info Session – Dates, times and locations are listed on the Pre-Health Website calendar
- Get your questions answered prior to winter break at Dec 8th Pre-Health Meet-Up (1-3pm)

By December 8th, 2017
- Complete the Intent to Participate Typeform (http://go.uvm.edu/phcp)
- Familiarize yourself with all required components of Packet A and Packet B (on Blackboard)
- Deliver LOR Request form (p. - 19 -) to your selected letter-writers well in advance of the LOR due date (February 15th). (See p. - 10 - for suggestions.)

December 2017 – mid-January 2018
- Request unofficial copies of transcripts from all institutions (including Fall semester grades)
  The transcripts should be sent to you so that you can upload them by deadline
- Prepare a draft of your resume (see tips page - 11 -)
- Outline and draft your personal statement and review the prompt for supplemental question.
  See page - 12 - for guidance & seek assistance and feedback as necessary
- Create a list of potential activities you want to include in the Experiences Report, write descriptions and determine which you will want to label “Most Meaningful”
- Print forms in Packet A (if you did not receive the packet at the Application Info session); Read and sign all forms prior to submission due date of January 19th

By January 19th, 2018
- Submit “Packet A” and $10 cash/check (made payable to UVM).
  Hand-deliver OR mail to: UVM Career Center, Attn: CLP
  204 Davis Center, 590 Main Street
  Burlington, VT 05405

  This one-time fee will cover the delivery of your materials to the appropriate schools.
  N.B.: If applying to both osteopathic and allopathic schools, the fee will be $10 x 2 = $20.
  Please speak to us if this fee presents a financial hardship.

Remainder of January 2018
- If standardized exams (MCAT, DAT, etc.) have not yet been taken or will be retaken, register at least 60 days in advance to secure a seat. We highly recommend exams be completed by May. https://students-residents.aamc.org/applying-medical-school/taking-mcat-exam/register-mcat-exam
  www.ada.org/dat.aspx
- Set up your Blackboard Portfolio and start working on it...
  o Complete resume and upload to your Portfolio (suggestions: p - 11 -)
  o Continue personal statement (suggestions: p. - 12 -)
  o Prepare supplemental essay
  o Upload transcript/s to portfolio; if you’ve not received them, call relevant Registrar Offices
February 1st 2018
- Kindly remind letter writers of Feb 15th due date to submit letters directly to The Career Center

By February 12th 2018
- Complete your Blackboard Portfolio.
  (confirm that you have uploaded Resume and Transcripts to Blackboard Portfolio)

By February 15th, 2018
- All supporting letters of recommendation are due at the Career Center

February 15 through May 5, 2018
- Schedule your formal interview with the Pre-Health Advisor through Handshake by choosing the “Pre-Health Committee Interview” appointment. Note that selecting the correct “type” allocates the proper time for the interview. Alternatively, call (802) 656-3450 and request a Pre-Health Committee interview appointment. Schedule as early as possible to help ensure that all candidates can be accommodated.
- We will assign you to a faculty member or physician on the Pre-Health Advisory Committee for your second interview. Contact this person to schedule the interview once you are notified.

By May 5, 2018
- Deadline for completion of your two interviews

By May 15th, 2018
- Submit Updates to Future Plans Form (submission instructions TBD)

May 2018 (continued)
- The majority of U.S. Allopathic, Osteopathic and Dental Schools participate in a centralized application service (CAS). You will file a single, initial application that gets forwarded to your designated schools. If you plan to apply to a school that does not participate in a centralized application service, then you must contact that school directly for an application.
- Follow the relevant CAS on Twitter, and consult the appropriate websites frequently:
  - AMCAS: The American Medical College Application Service (www.aamc.org)
    - @AMCASinfo
    - https://students-residents.aamc.org/applying-medical-school/applying-medical-school-process/applying-medical-school-amcas/
  - ACOMAS: American Association of Colleges of Osteopathic Medicine Application Services (www.aacom.org)
    - @AACOMASPreMed
    - www.aacom.org/become-a-doctor/applying
  - AADSAS: Association of American Dental Schools Application Services (www.adea.org)
    - @ADEA_AADSAS
    - www.adea.org/aadsas
- Begin working on your centralized application. CAS for allopathic and osteopath medicine will allow you to begin to work on the application in early May, even though final submission cannot occur until June. Dental applicants can begin work on AADSAS in early June.
June through Fall 2018

- Contact the Registrar’s Office early to send your official transcript to the centralized application service(s) and/or to individual schools that do not participate in the CAS. We do not upload transcripts; only the Registrar’s Office is authorized to do so.

- Submit AMCAS, ACOMAS, or AADSAS application. Since most medical schools conduct rolling admissions, candidates are strongly encouraged to submit their application early in the cycle. Applying early can significantly increase your chances of interviewing. File applications with non-participating schools directly (deadlines vary).
  
  ▪ Each CAS provides a prompt to release information to your advisor. I strongly encourage you to sign the release for two reasons: Having access to this information allows me to better serve you; and it helps me advise future students by providing a composite picture of which schools are interviewing and admitting our students, and what the profiles of our admitted students look like. All individual data is held in strict confidence.

  ▪ Indicate in your application that a Committee Letter will be uploaded. AMCAS & ACOMAS both require you to submit your application first. In so doing be sure to...
    - AMCAS: In the letter section, you will have a choice of 3 letter types - Committee, Packet and Individual. Choose Committee and provide Dr. Cara Calvelli, cara.calvelli@uvm.edu as the primary contact. We will upload your Committee Letter and the original supporting LORs you submitted for Committee use to AMCAS via VirtualEvals. It is very important that you enter this section correctly or it will hold your application up in the process.
    - ACOMAS: Indicate “Yes - requesting a Committee Evaluation”, and provide Dr. Cara Calvelli at cara.calvelli@uvm.edu as contact information. Please designate August 15 as a receipt date to ensure that an arbitrary deadline is not missed. Assuming you waived your right to view your letters (as schools expect to see confidential letters) be sure to do so again when you complete this section. Your letters will be uploaded directly to ACOMAS, or designated schools if they do not subscribe to the ACOMAS letter service.

- Following your application submission email your applicant ID information to career+clp@uvm.edu (include the date of your submitted application, AND, a list of DO schools (if any) to which you have applied (so your letters will be successfully matched)). Upon receipt of this info we will upload your Committee letter (including with your individual LORs).

- CONSIDERING EARLY DECISION? An option for highly competitive applicants who are certain of their 1st choice school. Most schools offering Early Decision, have an Aug 1st deadline, with notification announced by October. Consult your advisor before applying Early Decision. If you apply Early Decision, you cannot apply to any other school until notified of a decision.

- Complete supplemental (secondary) applications. Reflect carefully about the specific school in answering these questions. Submit your responses within two weeks of receipt.

- Check your email regularly for secondary applications links, interview invitations and offers!

Fall 2018 - Spring 2019

- Attend on-site professional school interview (see p - 14 - for interview preparation)
RESOURCES

The following resources will be useful to you as you prepare your application, and while researching and comparing programs:

- For Allopathic Medical School: AAMC and AMCAS
  - Anatomy of an Applicant Guide and Worksheets
  - Medical School Admission Requirements (MSAR): Annual subscription to an online database profiling individual medical schools at
  - AMCAS information with downloadable link to 2019 Applicant Guide and

- For Osteopathic Medical School: AACOM and ACOMAS
  - Osteopathic Medical College Information Book is available online at http://www.aacom.org/news-and-events/publications/cib for purchase or a free pdf download.
  - AACOMAS Application Instructions & FAQs

- For Dental School: ADEA and AADSAS
  - Official Guide to Dental Schools can be ordered at http://www.adea.org/publications/
  - AADSAS information
ADVICE REGARDING LETTERS OF RECOMMENDATION

Three letters are required. You may submit up to four letters. Ideally, science faculty will provide two of these letters. A third non-science academic letter is appropriate. Non-academic letters of recommendation from volunteer supervisors (medical or community service) or employers are the most helpful when they provide a brief description of your role, levels of initiative, capacity to assume responsibility, ability to work as a team member, and personal qualities. Dental school candidates must obtain a letter from a dentist. Applicants to DO programs are strongly advised to obtain a letter from a DO whom they've shadowed. If you have any questions or concerns about appropriate letter providers, consult the Pre-Health Advisor.

Getting to know you

Faculty members who know you well through class work or advising are essential for meaningful and strong letters of recommendation. The best opportunity to get to know a faculty member is in a small group class or seminar, through participation in departmental activities and projects (i.e. research), and/or through meaningful consultations during office hours. Effective letters indicate the context in which the evaluation is made and the duration of the faculty’s acquaintance with you, and if possible, provide an assessment of you as a future medical/dental student and doctor/dentist. It proves very useful if the faculty member can compare your performance, motivation, etc. with other students they have taught.

What if I’m only in large classes?

A predicament that many students face is the difficulty of getting to know the instructor in a large lecture class. Don’t immediately assume it’s impossible to get a letter from them. Talk it over with the professor — they may know you better than you think. Ask directly, “Do you feel you could support my candidacy for medical/dental school in a formal letter of recommendation?” Talk with them about your motivation for professional school, review your work in their class, and offer to share your personal statement and/or resume. While not ideal, if you’ve come to know the graduate Teaching Assistant in your lab section quite well they could write a collaborative letter jointly signed by your professor. The letter would require some text from the professor as well as their validation of the graduate TA’s credibility.

Be courteous to your recommenders

Give them plenty of lead-time. Be sure to provide each with a signed copy of the 2-page LOR Request & Information Form (p. - 19 -), which clarifies whether the letter will be confidential or not, highlights the most and least helpful qualities of a letter, and specifies where to send the letter once it’s completed. Most importantly, thank them! They are doing you a valuable favor. Thank them in advance when you ask for the letter, AND don’t forget to follow up with a note of thanks once the recommendation has been written. Better yet, let them know where you’ll be going to medical or dental school :)

Avoid asking for letters from friends, family members, your family physician, or clergy. These kinds of letters are generally not given attention, as they are considered to be so highly subjective. If you would like additional guidance with identifying appropriate reference providers, talk with your Pre-Health Advisor.

Format

Ask your recommenders to write letters on professional letterhead. They must be signed. Letters should be submitted directly to the Career Center. Instructions for your letters writers, including suggestions on preparation and how to submit are on the LOR Request Form which you must provide to each letter writer.

Timing

Please provide your recommenders with plenty of lead-time to write and submit their letter by the February 15th deadline. It is up to you to communicate this to your recommenders, and to follow up with the Career Center to verify receipt. Extensions can be granted for letters from dentists and DOs if needed.
RESUME: FORMAT & GUIDELINES

NOTE: This resume is for internal Committee use only; we do not forward it to the medical schools.

Use a professional resume format, make sure it's current and includes the sections & information listed below. Please proofread carefully for accurate content, spelling, grammar and formatting.

For assistance with your resume:
✓ Take a look at these resume samples and tips
✓ Stop by The Hub for an in-person review by a peer mentor: M-F: 10am-5pm (F till 3pm)
✓ Request an Online Document Review Appointment through Handshake
✓ Watch videos about resume writing by industry professionals on Candid Career

▪ Name & Contact Information (address, phone, email)

▪ Education – colleges attended with dates, degree/s earned or expected, distinctions, etc.

▪ Experience related to medical/dental field
  o Include paid and volunteer activities; be sure to clarify which.
  o Employer or organization with location (city and state only) and dates
  o Position title (even if unpaid), duties & accomplishments

▪ Community Service
  o Include paid and volunteer activities; be sure to clarify which.
  o Employer or organization with location and dates
  o Volunteer position title, duties & accomplishments

▪ Research, Independent Studies, Capstone Projects
  o Indicate whether this is employment, volunteering or research for academic credit
  o Institution or organization and department with location and dates
  o Position title – Research Assistant, Student Researcher, Volunteer, etc.
  o For an academic project or thesis, include project or paper title and supervisor
  o Duties & accomplishments
  o Any grant funding awards
  o Publications & presentations (if you have several, you might create a separate section)

▪ Professional Experience/Employment/Additional Experience/Other Experience
  o Employer, location, dates, responsibilities & accomplishments

▪ College or Extra-Curricular Activities
  o Institution, name of activity or club, your title if appropriate, dates
  o Describe what you actively did

▪ Relevant Certifications, Special Skills or Training
PERSONAL STATEMENT GUIDELINES & RESOURCES

The Committee wants to know about you and your decision to apply to a doctoral program in the health professions. Prepare this statement with careful thought and attention to detail. Allow your sincerity and commitment to shine through in this writing; it must reflect your strong desire to follow this professional path. Do not simply review your resume and accomplishments. Allow time for multiple drafts.

POTENTIAL TOPICS TO ADDRESS IN YOUR PERSONAL STATEMENT

• Motivation – factors contributing to your career choice and what you have done to test your commitment. Be sure to show some depth of insight and reflection here. It has to be more than “I want to help others.”

• Personal qualities – Show who you are as an individual. Describe an event or exchange (does not need to be extraordinary) that demonstrates relevant qualities and competencies, i.e. teamwork, leadership, service orientation, compassion, resilience, maturity, self-knowledge, etc. Choose the quality/value/skill you hope to portray and then describe events that support this

• Are there any challenges or hardships that influenced your decision to pursue this career?

• You may want to discuss any significant fluctuations in your academic record – although it may be better to include this in an “Additional Information” section on the application.)

NATIONAL APPLICATION PERSONAL STATEMENT GUIDELINES:
The Committee encourages you to use the format required by the appropriate centralized application service. This will allow the Committee to provide you with useful feedback, and hopefully mean less work for you later in the application process.

American Medical College Application Service (AMCAS)
Application requires that statement be no longer than 5,300 characters with spaces.

American Association of Colleges of Osteopathic Medicine Application Services (ACOMAS)
Application requires that statement be no longer than 4,500 characters with spaces.

Association of American Dental Schools Application Services (AADSAS)
Application requires that statement be no longer than 4,500 characters with spaces.

SUPPLEMENTAL ESSAY
Note that you will also be asked to submit a separate supplemental essay that relates to medical schools’ commitment to diversity. The prompt for that essay will be provided to you in the instructions you receive on Blackboard (current students) or via email (alums).
RESOURCES FOR PREPARING YOUR PERSONAL STATEMENT

**AAMC**
Some helpful FAQs relevant to the development of a personal statement.

**University of Minnesota**
Their Pre-Health Student Resource Center provides free online workshops, including one entitled, “Personal statements for a Health Program.”

**University of Michigan**
Their Pre-Health Resources include excellent suggestions and prompts for writing the personal statement.

**Johns Hopkins**
Their Pre-Professional Advising Office provides advice on preparing a personal statement.

**Purdue Online Writing Lab (OWL)**
This widely used site provides free and comprehensive resources to support your writing process, mechanics & grammar. Visit https://owl.english.purdue.edu/owl/resource/969/1/ for specific guidance on writing a personal statement.

**UVM Writing Center**
Located in Bailey/Howe Library, Room 105. You may have your statement reviewed for technique and grammar. Visit www.uvm.edu/wid/writingcenter to schedule an appointment, or call 802-656-4075.

**UVM Career Center**
The pre-health advisor can provide one thorough review with feedback at your request. This feedback will focus on theme/s, tone and content. You may be referred to the Writing Center for support with writing mechanics. After June 1st, a timely review by the advisor cannot be guaranteed. Any of the career counselors at the Career Center can provide helpful feedback on your statement as well. Start writing early and expect to write several drafts. Seek out a few friends and/or family members with strong writing skills to help with proofreading and fine editing.
PREPARING FOR YOUR INTERVIEWS

The Pre-Health Advisory Committee review is a formal evaluation of your candidacy for highly competitive graduate-level health science programs. We encourage you to approach your Committee interviews just as seriously as you would an interview with a medical or dental school admissions committee. **This includes preparation, professional dress and timely arrival.** You are not expected to wear a suit, but you could give it a “test drive” if you plan to wear one at any professional school interviews. Sample questions include:

1. **Personal Questions**
   - Tell me about yourself?
   - What do you see as your particular strengths as a candidate? What are your weak points?
   - What have you read lately?
   - What do you like to do in your spare time?
   - What is the biggest obstacle you have overcome in your life?
   - Who has been the most influential person in your life?
   - Have you ever stepped out of your comfort zone? Describe this.
   - What is your preferred way of learning, and how do you learn best?

2. **Motivation/Commitment to Medicine, Dentistry, etc.**
   - Why do you want to become a doctor/dentist?
   - When did you first think seriously about going to medical or dental school?
   - What have you done so far to test and affirm your career interest?
   - What do you most look forward to about practicing medicine or dentistry?
   - What are the less appealing aspects of your chosen profession?
   - What will you do if you don’t get admitted?

3. **Education/Experience**
   - Be prepared for specific questions regarding any of your application materials.
   - What have been your favorite classes and why?
   - What classes did you struggle with in college?
   - Would you take the same courses/major if were you to do it again?
   - To what extent have you challenged yourself as a student?
   - Have you pursued an independent study or research? What did you learn?
   - What types of volunteer work have you done?
   - What experiences have you had working with people? What have you learned in the process?

4. **Realistic Outlook**
   - How will you deal with the stress of school and this profession?
   - What do you think will challenge you most in medical/dental school, or as a professional?
   - What will you like least about practicing medicine or dentistry?
   - Why would you be a good physician or dentist? What are the most important qualities?

5. **Multiple Mini Interview Scenario** – sample questions can be researched online
Additional Interview Tips & Resources

- Consider completing the free online Interviewing Workshop available in the University of Minnesota Pre-Health Student Resource Center as well as their short online module about the MMI.

- Use the Big Interview Resource, available in Handshake. Find it by logging into Handshake, clicking on the Career Center Tab and then on “Resources.” This online interview preparation software has an video example of a medical school interview.

- Stay current by READING (listening, viewing)! Health professions schools are looking for lifelong learners who are intensely curious about their field of interest. Candidates may be asked questions pertaining to current health care and newsworthy scientific research issues.
  - Follow the science and medicine sections of local and national newspapers and national magazines (e.g., Time/Newsweek).
  - Check out the Diagnosis series by Dr. Lisa Sanders in New York Times to get a taste of the detective work required in medicine.
  - View the Patient Voices series.
  - Go to the Dana Library and find articles of interest in Journal of the American Medical Association (JAMA) or other medical journals that catch your attention. [Dental applicants can read the Journal of the American Dental Association or other related publications.]
  - Visit the professional associations’ websites for current news.
  - Browse for books at the public library or a bookstore and check out a book written by a medical student or physician that explains what it means to “walk in their shoes.”
  - Download the Document “Pre-Health Recommendations & Resources” and see suggestions under #4 on the Pre-Health home page.
  - Visit the Pre-Health Website for a list of possible books (Click on “Medicine’ tab and “Recommended Reading…”)

- Be Yourself. Sounds kind of silly and obvious, but a lot of candidates worry that their "true" self is not good enough, and try to act smarter or more experienced than they really are. Your interviewer/s will quickly see through this. They want to know who you genuinely are!

- Back It Up. Come prepared to give examples to support your statements. If the question is, “What do you have to offer our school?” Don't just recite a list of your qualities. Rather, highlight a few that you think make you unique, and provide some evidence that demonstrates you have them.

- Become an Expert on Yourself. You need to walk into that interview having done some major introspection. Consider what various life experiences have shaped you? How do you interact with people in a variety of circumstances? Be prepared to explain how your challenges and triumphs helped you learn and grow. What specifically attracts you to medicine or dentistry over all the other careers out there? What personal characteristics make you certain you are cut out to be a physician or dentist? What are your specific strengths as a candidate? What will make you memorable?
Don’t Know the Answer? You might get a question in your interview about an unfamiliar topic. That’s okay; you are not a healthcare provider yet. Don’t fake it. Be honest, show interest and learn, or if appropriate, use it as a lead toward a related topic with which you are familiar.

Be prepared to think on your feet. You may be asked situation-based questions for which you would have to provide potential ideas or solutions on the spot. Or, you may be asked behavior-based questions for which you would have to recall examples of relevant past behavior.

Familiarize yourself with the Multiple Mini-Interview (MMI) format, which some schools are now using. Know what type of interview format to expect prior to your school visit/s.

Medical & Dental School Interview Reviews from Other Candidates The Student Doctor Network at http://studentdoctor.net/schools/ posts reviews by applicants who have interviewed at schools across the country. You can read about medical and dental school interviews from the perspective of applicants who have actually gone through the process. Warning — opinions expressed on this site can be strong, if not reactive, and are not always credible. Proceed with caution, look for consistency in reporting, and seek confirmation from your advisor before following any advice posted on this site.
LIST OF DUE DATES
See also the Suggested Timeline (p. - 6 -)

Typeform to be COMPLETED ONLINE by December 8th
- Intent to Participate in Committee Letter Process: http://go.uvm.edu/phcp

Forms to be COMPLETED, SIGNED and HAND-DELIVERED to your letter writers: ASAP
- LOR Request Form with waiver: copy both pages, and hand-deliver to all letter writers

Packet A: Forms to be SIGNED & DELIVERED to The Career Center: by FRIDAY January 19th
UVM Career Center, 204 Davis, 590 Main St., Burlington, VT 05405
- List of Recommenders and Waiver
- Buckley LOR Waiver
- Waiver Copies (requires FIVE signatures—do not detach)
- Advisory Committee Form
- Conduct Report Request (sign the TOP - this form will get sent to the Dean of Students)
- $10 Cash/Check payable to UVM ($20 if applying to both osteopathic and allopathic schools)

Documents to UPLOAD to your Blackboard Portfolio: by February 12th
- Resume
- Transcript from all undergraduate institutions where courses have been taken, including UVM. Unofficial or photocopies are acceptable. Include all undergraduate and post-graduate transcripts: there are NO exceptions, so plan ahead.

Packet B: Draft as Word Documents, Copy & Paste into your Blackboard Portfolio: Due February 12th
- Biographical Summary & Photo
- Future Plans
- Experiences Report
- Personal Statement
- Supplemental Question
- Academic Issues & Conduct Disclosure

Due at Career Center: by February 15th
- You are responsible for making sure all LORs are sent directly by letter writers and received by deadline

Forms to be COMPLETED by May 15th: Submission instructions TBD
- Future plan update
LETTER OF RECOMMENDATION (LOR) REQUEST & INFORMATION
To be provided by the applicant to the individuals submitting LORs on their behalf ASAP

Applicant’s Name_________________________________ ID#_________________

Check one box below (for a confidential letter, check “WAIVE”).

I, _______________________, hereby ☐ WAIVE ☐ DO NOT WAIVE my right to access to this letter.

_________________________________________
Student Signature

INSTRUCTIONS for the LETTER-WRITER:

Your candid evaluation of this student’s abilities and potential will help inform the composite Pre-Health Advisory Committee evaluation of this candidate. Your full letter will be included in a packet of materials forwarded to the schools to which the student applies. If a student elects to waive the right to read the letter, all attempts are made to maintain confidentiality by both the Committee and by the professional schools. Potentially sensitive personal information about the applicant should only be included with permission of the applicant.

Submission Instructions: Letters are due February 15th

1. Use institutional letterhead if appropriate OR include your contact info in the heading
2. “To Whom It May Concern" is an appropriate salutation
3. Date and hand-sign the letter
4. Letters have no stated minimum or maximum length, but 1-2 pages is typical
5. After signing, scan, save as PDF and email the letter as an attachment to:
   career+clp@uvm.edu Subject: CLP 2019 LOR for [student name]
   -- or hand-deliver / mail in a sealed/signed envelope to:
   UVM Career Center, Davis Center 204
   590 Main Street, Burlington, VT 05405

The AAMC provides an invaluable set of Guidelines for Writing a Letter of Evaluation to help letter writers include the most useful information in the letter. The 2-page document includes a listing and definition of the 15 Core Competencies that the AAMC Group on Student Affairs Committee on Admissions has endorsed for evaluating applicants’ suitability for medical school admissions. These AAMC Guidelines are similarly appropriate for a dental, podiatry & optometry school candidate. See the next page for a condensed version of these guidelines.

Guidelines for Writing a Letter of Evaluation for a Medical School Applicant:
www.aamc.org/download/349990/data/lettersguidelinesbrochure.pdf
SUMMARY:

AAMC Guidelines for Writing a Letter of Evaluation for a Medical School Applicant

A. GENERAL:

1. Assess applicant's suitability for medical school rather than simply advocating
2. Briefly define your relationship with the applicant, without focusing on details about the laboratory, course, assignment, project that brought you and applicant together
3. Do focus on behaviors that you have directly observed
4. Information about grades, GPA or MCAT scores (all readily available in other parts of the candidate’s application) are relevant only if you feel that providing context helps interpret the information
5. Admissions committees find comparisons helpful (but include information about the comparison group and your rationale for the comparison)

B. INFORMATION to HIGHLIGHT:

1. The candidate's potential to make "Unique Contributions to the Incoming Class"
2. Describe how applicant has, or has not, demonstrated any of the "Core, Entry Level Competencies" (See full document for descriptions/details)
   1. Thinking and Reasoning Competencies:
      • Critical Thinking
      • Quantitative Reasoning
      • Scientific Inquiry
      • Written Communication
   2. Science Competencies
      • Living systems
      • Human behavior
   3. Intrapersonal Competencies
      • Ethical Responsibility to Self & Others
      • Reliability & Dependability
      • Resilience & Adaptability
      • Capacity for Improvement
   4. Interpersonal Competencies:
      • Service Orientation
      • Social Skills
      • Cultural Competence
      • Teamwork
      • Oral Communication