



Diversity in Medicine Scholarship 2020-2021 Application Cycle

Letter of Recommendation Instructions

INSTRUCTIONS FOR THE APPLICANT

- **You will need one academic letter.** If you are currently enrolled in medical school, the letter should be from a faculty/professor who has previously or is currently instructing you and can speak on behalf of your academic success. If you have not matriculated into medical school yet, the letter should be from a faculty instructor at your post-bac program who is familiar with you and your academic record. *This letter cannot be from an academic advisor.*
- **You will also need one non-academic letter.** This letter should be from an individual who is familiar with your professional, community, and/or civic activities, especially those related to underserved communities. The evaluator can be a faculty advisor/program director, employer or previous employer, community leader, colleague, or anyone who has knowledge of your interest and motivation to provide care to underserved communities.
- **Please provide the two-page “Instructions for the Letter Writer” below to your letter writers, so that they can compose the letters in correct format.** Remember that the letters are due on June 15, 2020; therefore, ask your letter writers well in advance so that they have time to write strong letters.



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INSTRUCTIONS FOR THE LETTER WRITER

This student is applying for a scholarship designed to increase the number of physicians working in underserved areas of New York State. In order to accurately assess the suitability of this applicant, we are asking for two letters of recommendation: one academic and one non-academic.

Please read the instructions below, either for an academic or non-academic letter, and submit your recommendation letter (in PDF format) to scholarship@amsny.org by June 15, 2020. The letter must be submitted by the letter writer. If you have any questions, please email scholarship@amsny.org.

ACADEMIC LETTER

If the applicant is currently enrolled in medical school, the letter should be from a faculty professor who has previously or is currently instructing the applicant and can speak on behalf of their academic success. If the applicant has not yet matriculated into medical school, the letter should be from a faculty instructor at their post-bac program who is familiar with the applicant's academic record. *This letter cannot be from an academic advisor.*

The letter should be on the institution's letterhead and include the following:

- Student's first and last name
- Student's specialty (if known)
- Evaluator's name (printed)
- Evaluator's title
- Address (unless already on letterhead)
- Signature
- A description of the academic official's relationship to the applicant and the length of time the official has known the applicant
- A discussion of the following points:
 1. The applicant's education/work achievements
 2. The applicant's ability to work and communicate constructively with other people
 3. The official's assessment of the applicant's particular characteristics, interest, and motivation to work in an underserved area. This assessment should include the evaluator's knowledge of the applicant's work experiences, pertinent course work, special projects, research, or other activities that demonstrate an interest in and commitment to serving underserved populations.

NON-ACADEMIC LETTER

The Non-Academic Letter of Recommendation should be from an individual who is familiar with the applicant's professional, community, and/or civic activities, especially those related to underserved communities. The evaluator can be a faculty advisor/program director, employer or previous employer, community leader, colleague, or anyone who has knowledge of the applicant's interest and motivation to provide care to underserved communities.

If the letter is from an individual representing a particular organization or institution, the letter should be on an official letterhead. The letter should include the following:

- Student's first and last name
- Student's specialty (if known)
- Evaluator's name (printed)
- Evaluator's title or organization
- Address (unless already on letterhead)
- Signature
- A description of the evaluator's relationship to the applicant and the length of time he or she has known the applicant
- A discussion of the following points:
 1. The applicant's community/civic or other non-academic achievements
 2. The applicant's ability to work and communicate constructively with other people
 3. The evaluator's assessment of the applicant's particular characteristics, interest, and motivation to serve populations in areas of greatest need in health professional shortage areas. This assessment should include the evaluator's knowledge of the applicant's work experiences, pertinent course work, special projects, research, or other activities that demonstrate an interest and commitment to serving underserved populations.