LETTERS OF EVALUATION

After speaking with them PERSONALLY, provide each person a FOLDER to include:

• Instructions for completing and mailing the letter
• Clearly stated deadlines
• How best to reach you with questions (summer vacation?)
• Resume
• Personal Statement
• A list of schools you are considering
• A brief note thanking them which also highlights the reason why you chose them to write you a letter and how/when you plan to follow-up

CSU Pre-professional Medical Programs

GET ORGANIZED!
FROM THE START

Folders (digital and hard copy)
Each one should include a log of activity (dates, locations, follow-up date, contact names and info, etc.):

• Primary Application materials: transcripts, PS drafts, resumes, journal of shadowing experiences, awards, research, etc.
• Letters of Evaluation (one to give to each person)
• Schools (one for each school):
  Notes from your research of the schools (i.e., personally relevant admission stats, deadlines, mission), secondaries, interview information, copies of thank you’s, business cards, etc.
• Expenses related to application process

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