



# LETTERS OF RECOMMENDATION

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**"Are all of these letters of recommendation  
from your mother?"**

# LETTERS of RECOMMENDATION

- Plan for four letters
  - Specialty specific, clinical work, volunteer work, research etc.
  - Do not limit yourself to asking only 4 individuals
  - Different letters can go to different programs



# The SPECIFICS...

- Know your specialty and specific program requirements
- EM-requires two (Standardized Letters of Evaluation)
- Must be from a program with an EM residency
- AZ=Maricopa and Tucson



# The SPECIFICS...

- Categorical and Prelim IM-require Chair letter
- OB and General Surgery-most now require Chair letter
- Med-Peds-most require Chair letter from IM **and** Peds
- Plastics and Ortho-some require standardized LOR formats



# When do I ask?

- During week 2-3 of your Sub-I rotation or any other rotation
- Needs to be from the Attending (not Chief, resident, peer)
- The strongest letter will be from the senior-most attending who knows you personally (specialty specific)
- Letter writer can get additional feedback from your resident/team



# How do I ask?

- Need to ask in person
- “Do you feel comfortable writing me a strong letter of recommendation”

# If potential writer says...

“YES—absolutely, I would love to write you a letter”

You need to provide

- Cover letter
- CV
- Personal Statement
- Informational letter from ERAS

“NO-I don’t think I know you well enough”

- Be courteous
- Let them know you appreciate their candor and honesty
- Remember-better to not have a negative letter which could hurt you from getting interviews





# To waive or not to waive...

- Waive the right to see the letter
  - Must trust the letter writer
  - Programs **expect** this and value the letter more
- If you do not waive the right to see the letter
  - Questions will arise as to why
  - Did you influence the form/content of the letter making it less valid



# What do I do? My letter writer has not uploaded the letter still.

- Be pleasantly persistent
- Inquire politely in person if possible
- Polite email
  - “Is there anything additional I can provide or anything I can do to help?”

# Close the Loop



- Thank your letter writer
- Keep them posted on how things progress
- Let them know where you end up and what your plans are



# LOGISTICS



# ERAS LOR Portal

- Tool designed to provide flexibility for authors
  - Uploading instructions available on ERAS website to provide letter writers
- All LORs must be uploaded by letter writer or designee using LORP
- Medical schools **cannot** upload the letters on the student's behalf



# ERAS LOR Portal

- Once you have registered your ERAS 2020 token
  - Should be able to log into MyERAS
  - Access confirming LoR information



# ERAS

- Must create a separate LoR entry for each LoR
  - LoR entry created contains:
    - Author Name, Author Title/Department, Specialty to which the letter will be assigned, Program Director/Department Chair selection, and waive right to view\* selection.
  - Only LoR entries that are not Confirmed for Upload can be edited or deleted
- (Errors in any LoR entries that have been Confirmed for Upload can only be corrected through creating a new LoR entry)



# ERAS

- Applicants must confirm a LoR entry before an associated Letter ID can be generated
- Once a LoR entry has been Confirmed for Upload, a Letter ID will be generated
  - You will have option to Print Letter Request Form
- The Letter Request Form can be delivered to LoR authors via email directly from MyERAS
  - If sent as email, you will have the ability to send the author a custom message





# ERAS-Uploading LORs

- The Letter ID contained in the LoR Request form must be used to upload the letter through the Letter of Recommendation Portal (LoRP)
- Applicants receive an email notification that alerts them to when a LoR has been uploaded
- Once LoR has been uploaded, the associated Status will update to Uploaded and the option to Assign will become available under the Actions column.
- Note: Letter Request Forms should not be duplicated and distributed to multiple LoR Authors. They are customized for each letter and contain a unique Letter ID that can only be used once.



# Questions...

- Ask your advisors
- Ask registrar-Wendy Finch
- Refer to ERAS User Guide and FAQs

*Enjoy the process and know we are here for you!!!*



# References

- Careers in Medicine
  - <https://www.aamc.org/cim/residency/application/applying/340070/lettersofrecommendation.html#>
- ERAS User Guide and FAQs
  - <https://students-residents.aamc.org/attending-medical-school/how-apply-residency-positions/tools-residency-applicants/>