

Gordon College Letter of Evaluation Form

Craig M. Story, Director Pre-Health Professions, Gordon College, 255 Grapevine Road, Wenham, MA 01984

Evaluator _____

Student being evaluated _____

Type of school _____

Date given to evaluator _____

Date needed by Health Professions Committee _____

The student has: Waived _____ Not Waived _____ FERPA access to the letter as indicated by their signature below.

Signed _____
name of student

To those writing evaluations for health professions letters

The above named individual is applying for the type of health training indicated. The Health Professions Committee is in the process of writing a composite letter. We are asking for two to three substantial paragraphs from you that we can quote verbatim in the letter. The Medical Admissions Committee is most interested in unique things you may know about this person—they already know about the student's academic qualifications. It is especially helpful if you back up any adjectives you use, such as compassionate, intelligent, leader, etc., with brief anecdotes or illustrations from the person's life. Your letters are very important and without them no Gordon College student could qualify for admission. The deadline listed above is important as the delay of a medical letter can adversely affect the application.

NOTE: Letter writers often add a sentence to the effect "please call if you have any further questions" in closing. Please refrain from this as it may stand out as a red flag signaling that there may be more you wish to talk about (negative) that you are unwilling to put in writing. Only put such a phrase if you *really do* want to be called or there really is a reason for concern. The letter should stand on its own, hopefully!

The applicant and the Health Professions Committee thank you in advance for your efforts. If you have further questions, please contact me at craig.story@gordon.edu.

Please mail a signed copy on letterhead to the address below. It is also very helpful if you additionally send a digital version of the text, as we will be including it in a composite letter. Please send email to margie.roaf@gordon.edu.

Margie Lou Roaf
Natural Science Division Secretary
KOSC 217
Gordon College
255 Grapevine Road
Wenham, MA 01984

Sincerely,



Craig M. Story, Ph.D.
Chair, Health Professions Committee