Tips for Faculty
When Composing a Letter of Recommendation for Residency Programs

1. Highlight any significant accomplishments and awards.
2. Comment on the candidate's social and interpersonal skills.
3. Comment on personal characteristics (i.e. integrity, strong work ethic, loyalty, etc.) that will serve him/her well in a residency and in a career as a physician.
4. Comment on the candidate's leadership skills.
5. Comment on the student's ability to balance research/medical school/home life.
6. Share anecdotes or stories that describe the student in the clinical setting.
7. Comment on the student's future as a physician - does he/she have what it takes to be successful?
8. Would you want this person to be your doctor once they have completed their training?

The letter should be addressed: Dear Resident Selection Committee. Please send the letter to:

James W. Hall, Ed.D.
Associate Dean for Student Affairs
125 MSB, MC-714
506 S. Mathews
Urbana, IL  61801

Thanks for taking the time to write this important letter and for supporting the students. If you have any questions, please do not hesitate to contact jimhall@illinois.edu. We can also be reached by phone at 333-8146.