

## 2018 Cycle – Request for Committee Letter Procedures

**Dear 2018 Professional School Cycle Applicant,**

What follows are instructions for obtaining a committee letter from the Office of Pre-Health Advising and Mentoring to accompany your health professional school application for the entering class of 2018.

### **Schedule the Committee Letter Interview**

In order for the Office of Pre-Health Advising and Mentoring to write and submit a committee letter on your behalf, you must interview with a pre-health advisor. We will begin scheduling interviews December 12, 2016. Committee letter interviews will be held between February 1, 2017 and June 2, 2017 (Not all dates within this time period would be available). Contact our office in person or via phone to schedule your 45 minute committee letter interview.

### **Attend Mandatory 301 Information Session before Interviewing**

Before the student interviews for a committee letter, the first step is for the prospective applicant to attend and sign in at a scheduled 301 Pre-Health Information Session. Remember which session you attended.

### **Submit Required Paperwork**

Submit all items listed below as a package to the Pre-Health Office either in person (Ungar 103), by email ([prehealth@miami.edu](mailto:prehealth@miami.edu)), or by fax (305-284-8278) no less than 48 business hours before your scheduled interview. Interviews will be canceled without notification if documents are not received by the 48 business hour deadline.

- I. Committee Letter Request Form (separate form available on our Blackboard site, on our website, and in the Pre-Health Office)
- II. Professional Development Activities Form (separate form available on our Blackboard site, on our website, and in the Pre-Health Office)
- III. At least three individual letters of evaluation, two of which must be from UM science faculty accompanied by the pink sheet evaluation form. Use the ‘My Letters of Evaluation’ tab on Blackboard to confirm which letters have been received by our office.
- IV. Personal Statement, maximum 5,300 characters, including spaces. The personal statement you submit to the Pre-Health Office is for our personal use when writing the committee letter. It does not have to be the final version that will be submitted to health professional school.
- V. Sweeping Autobiographical Essay (three pages, double spaced)
- VI. Curriculum Vitae/ Résumé (as many pages as needed, include beginning and end dates, descriptions of activities, and total hours)
- VII. Unofficial Transcript or Degree Progress Report (print this from your Canelink account)

Please make sure all information submitted to our office is detailed and accurate and that the information you provide in your personal statement, autobiographical essay, curriculum vitae, and professional development activities form is consistent across all documents. Include information pertinent to undergraduate years only (shadowing, research, academic, volunteerism, work, etc.). High school grades, activities, honors, and other distinctions are not to be outlined in your resume and/or professional development form.

### **Dress Appropriately**

The purpose of the interview is to learn things about you that might not be apparent from your committee letter application packet. View this meeting as a “dress rehearsal” for the actual professional school interview/s, so dress in business professional attire.

## IV. Personal Statement

Please submit your personal statement, double spaced, along with your request for a committee letter application. Make sure to include your full name, C #, UM email address, and title on the top right corner of your essay.

### Writing your Personal Statement:

Most professional school applications ask for some form of personal statement. The AMCAS personal comments essay allows a maximum of 5,300 characters (including spaces), and statements for other professional programs usually are a little shorter.

The personal statement is an important first impression. Your statement may determine whether or not you will be offered an interview. When you interview, you may be asked questions drawn from the personal statement. A well-written statement also can help writers of letters of evaluation.

You want your personal statement to be short but insightful and emphasize your strengths. It should enhance the information provided in the rest of the application, not repeat it. Below are some fundamental questions to guide you in writing your personal statement.

1. How, when and why did you become interested in your intended health profession?
2. What unique academic and extracurricular experiences make you a competitive applicant?
3. How have you demonstrated your commitment to pursuing your intended health profession?
4. What distinguishes you from other applicants?

The Toppel Career Center will help you with career verbiage while the Writing Center can help you with wordsmithing. Please visit the links below:

<http://www.sa.miami.edu/toppel/mainSite/>

<http://www.sa.miami.edu/toppel/mainsite/Students/ResumesandLetters/ResumeWritingWebinar.aspx>

<http://www.as.miami.edu/writingcenter/>

## V. Autobiographical Essay

Please type your autobiographical essay as a separate document and submit it with your request for a committee letter application. Make sure to include your full name, C #, UM email address, and title on the top right corner of your essay. Limit your writing to no more than three pages double-spaced.

### Autobiographical Essay:

Write a clear sweeping essay describing yourself with your personal history. This is your opportunity to contribute to the committee letter evaluation and to stress areas that you deem significant. This is **NOT** the personal statement that is part of your health professional application. It should be broader in scope than the personal statement; however, you may include some information or experiences that you want to highlight.

- General family history
- Intellectual pursuits (and what you find interesting about it)
- Origin of your interest your intended health professional career
- What you have learned from clinical shadowing/research experiences
- How you have faced and overcome challenges/obstacles
- Why you chose certain paid and volunteer positions
- How extra-curricular collegiate activities enhanced your college experience
- Why you enjoy certain hobbies, sports, travel
- Scholastic information (awards, honors, scholarships)
- What you contribute to and learn from community service involvement

Include factors you want emphasized in the committee letter which the Office of Pre-Health Advising and Mentoring may not already know.

## VI. Curriculum Vitae / Résumé Sample

Please attach a copy of your curriculum vitae/résumé to your request for a committee letter packet. Make sure to include your full name, C #, and UM email address. Below is a sample resume that you can use as a model. Make sure the dates you include match those on the professional development form. Include experiences that pertain to the time you have been enrolled in college; do not list high school honors, activities, etc. Times New Roman size 12 font is recommended.

### Robert Resume

1211 Ponce de Leon Boulevard  
Coral Gables, FL 33146  
Cell: (305) 255-0000  
Email: [r.resume1@umiami.edu](mailto:r.resume1@umiami.edu)  
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### Education

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University of Miami, Expected Graduation May 2014

Major: Biology

Minor: Chemistry

Cumulative GPA: 3.67

### Honors & Awards

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- University of Miami Honors Program, August 2012 – Present
- Henry King Stanford Scholarship to the University of Miami, August 2012 – Present

### Shadowing Experience

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- Shadowed neurosurgeon John Matthew, M.D., at Doctors Hospital, February 2012 – April 12 (40 hours total)
- Shadowed pediatrician William Johnson, M.D., at UHealth, November 2012 – January 2013 (60 hours total)

### Research Experience

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ESRD Laboratories Ft. Lauderdale, FL

June 2011 – August 2011 (120 hours total)

Lab Research Assistant

*Mentor: Andrew Smith, Ph.D.*

- Assisted Phlebotomists with blood samples
- Performed tests on patients' blood serum
- Utilized knowledge of organic chemistry techniques including mass spectroscopy, volumetric analysis, and liquid chromatography

### Leadership, Volunteer, and Community Service Experience

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- President of Alpha Epsilon Delta 2011 – 2012
- Volunteered in a medical mission trip to Haiti, May 2013 – July 2013 (60 hours total)

### Special Talents & Abilities

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- Fluent in English and Spanish
- Pianist

## PROCEDURES FOR AFTER THE COMMITTEE LETTER INTERVIEW

Following the committee letter interview, there are additional steps that you must take before your committee letter packet will be submitted to medical/dental school.

### **Provide Pre-Health Office with Copy of Submitted Application**

In summer 2016, following completion of your committee letter interview and primary medical/dental school application, you need to provide the Pre-Health Office with a copy of your submitted primary application (AMCAS, AACOMAS, TMDSAS, AADSAS, etc.). Submitted applications may be saved as pdf files and emailed to [prehealth@miami.edu](mailto:prehealth@miami.edu) (additional details on how to save the application as a pdf file are on our website), faxed to 305-284-8278, or dropped off at the office in Ungar Rm 103. If you are applying to AMCAS, we also need the AMCAS letter request form - select the committee letter option from the drop down menu and insert the following author/contact information:

Prof. Michael Gaines  
University of Miami  
Office of Pre-Health Advising and Mentoring  
1365 Memorial Drive, Ungar Rm 103  
Coral Gables, FL 33146  
[prehealth@miami.edu](mailto:prehealth@miami.edu)  
Tel: 305-284-5176  
Fax: 305-284-8278

You may save the AMCAS letter request form as a pdf file and email it to [prehealth@miami.edu](mailto:prehealth@miami.edu), fax it to 305-284-8278, or print it and drop it off at the office in Ungar 103.

### **Confirm that Pre-Health Office has received Six Individual Letters**

Six individual letters are required for a committee letter packet. Check Blackboard to confirm that all six individual letters have been received by the Pre-Health Office (three science letters, one non-science letter, one letter from a health professional, and the wild card letter).

### **Complete and Submit Letter of Evaluation Selection Form**

Complete the letter of evaluation selection form (separate form available on our Blackboard site, on our website, and in the Pre-Health Office) and return it to the Pre-Health Office (emailed to [prehealth@miami.edu](mailto:prehealth@miami.edu), faxed to 305-284-8278, in person to Ungar 103). The six names that you include on this form are the six individuals whose letters will be included in the committee letter packet.

### **Notify Office of MCAT/DAT score**

If your score was not available at the time of your committee letter interview, email [prehealth@miami.edu](mailto:prehealth@miami.edu) with the date you took the MCAT/DAT and your score.

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**Committee letter packets will not be submitted to individual health professional schools or application portals until you have taken the MCAT/DAT, your score has been released, and you have notified the office of your score.**

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### **Entering the Queue**

Once the above steps have been completed, you will receive an email notification from the Pre-Health Office that you have been placed in queue for submission of your committee letter packet. The length of the queue varies. We cannot tell you your place in the queue. Please be patient and keep in mind that the earlier you submit your paperwork (including MCAT/DAT score), the higher your position in the queue. We work as quickly as we are able to submit your packet. You will receive email notification once your packet has been submitted. Additional instructions for applying to AMCAS, AACOMAS, TMDSAS, and AADSAS are provided on our website and on Blackboard in the medical and dental tabs.

**Procedures, instructions, forms, resources, FAQs are on our website!**  
[www.miami.edu/prehealth](http://www.miami.edu/prehealth)