

# Tips for Letters of Recommendation

The University of Florida College of Veterinary Medicine requires 3 letters of recommendation, which are an important part of an applicant's packet. These letters provide outside perspective of an applicant's prior experiences and capabilities. Preparing appropriately for these letters can make a significant impact on an application. Below are several tips that can help ensure quality letters of recommendation.

- **At least one letter must come from a veterinarian.** Two is even better, and an academic reference (e.g. a professor or academic advisor) is also encouraged.
- **Remember that quality is better than quantity.** You may have a fourth letter that will be beneficial, but please be considerate of the number of letters submitted. It is more appropriate to select fewer references that will provide detailed accounts of your work and experiences versus numerous letters that give a more shallow view.
- **Be selective in choosing your letter writers.** Asking for a letter from someone who is a prestigious figure in the community may not be as telling as a letter from someone who truly knows your character and abilities well. Remember that the admissions committee will be assessing *you*, the applicant; letters that reflect a solid relationship and provide significant detail about you will be most valuable.
- **Develop a relationship with the people from whom you will ask letters.** Your letter writers should also play a mentorship role in your education and experiences. Be sure that you take the time well in advance of requesting the letter to speak with them openly about your goals and asking their advice. Maintain these relationships, even after a class has ended, a research project is completed, or you relocate away from a clinic.
- **Send your resume or CV with your requests for letters.** Although your letter writers should have a significant relationship with you, they likely won't be fully aware of all of the work that you have done to prepare yourself for the next stage of your life. This can help letter writers to better detail your abilities.
- **Follow up with a thank you note for your letter writers.** After writers have submitted a letter, it is courteous to provide them with a thank you note expressing your gratitude for their efforts.

