Requesting Letters of Evaluation for Summer Programs

As you prepare for an enriching and productive summer, many of you will apply to programs around the nation that require letters of evaluation from science faculty and/or the health professions advisor. We are glad to provide you with a letter of evaluation/support for your application to summer research and/or summer enhancement programs provided they accept a health professions advisor’s letter and that you have had at least one appointment in the Office of Academic Advising (with Dr. McDowelle or Mr. Pulido). In the event that you opt to contact us for the letter, we require that the request be made at least three weeks prior to the letter deadline.

To request a Letter of Evaluation for a Summer Program, follow the instructions below:

1) Email the request to healthapp@rice.edu.

2) To ensure that your request is properly processed, please use the subject line “Summer Program Letter of Support”.

To this email, attach:

1. In the text of the email, you must include the program name(s), address(es), e-mail address(es), and all pertinent information (see attached sample).

2. A summary of your high school achievements (see attached sample).

3. A curriculum vitae (see attached sample)

4. If there are forms specific to the program, you should complete your section and drop these off at the front desk of the Office of Academic Advising.

You will receive an email confirmation when the letters have been submitted.
Sample E-mail

Hello Dr. Mc Dowelle,

Here are the four summer programs that I am applying to along with the addresses where the recommendations should be sent and the due dates:

1) CURE (Continuing Umbrella of Research Experience Program) summer research program at Northwestern University
   Due Date:
   Robert H. Lurie Comprehensive Cancer Center Northwestern University Olson 8350
   303 Chicago Avenue
   Chicago, Illinois 60611
   Email:

2) Baylor SMART program
   Due Date:
   SMART Program
   Baylor College of Medecine
   One Baylor Plaza
   MS: BCM-215
   Houston, TX 77030
   Attn: Gayle R. Slaughter, Ph.D.
   E-mail:

3) Summer Research Opportunity Program (Located at Northwestern University)
   Due Date:
   Mario Craigen
   The Graduate School
   Northwestern University
   633 Clark St. Room 1-502
   Evanston, IL 60208
   E-mail:

*** NOTE: The programs stated require that the letters of recommendations be sent along with a form provided by the program, which I will bring to the front desk of the Office of Academic Advising as suggested. My summary of my high school achievements as well as my CV is also attached to this email.
You are required to write and submit a summary of your high school accomplishments in a format similar to those shown below. Attached is a high school data form to complete to assist you in identifying your most important achievements.

Sample 1

In the spring of 2005, Nalia graduated as valedictorian of her class (1/361) from Medical Scholars High School in Baltimore, Maryland with a 6.5/6.0 cumulative grade point average. During her high school years Nalia was very active, often in leadership roles. She was the President of the Student Council, the Vice President of Senior Women, the Treasurer of the National Honor Society and the Drum Captain. Ms. Fannaz did volunteer work in a nursing home, in the hospital emergency room, and accompanied physicians on clinical rotations in the Health Occupations Students of America Program. She was honored as a National Merit Commended Scholar, a Hugh O’Brian Youth Leadership participant, and as a UIL State Solo and Ensemble musician. She presented Rice University with a 1560 SAT score and academic achievements earning her no less than four scholarships. Nalia has continued to do well since coming to Rice and majoring in philosophy. She holds a commendable cumulative grade point average of 3.888 and expects to graduate in May 2010 with a Bachelor of Arts degree. Nalia took the MCAT in August 2008 and scored a commendable 35-O.

Sample 2

In the spring of 2006, Onaje graduated as valedictorian of his class from Jenkins High School in Shreveport, Louisiana with a perfect 4.0/4.0 cumulative grade point average, a perfect 1600 SAT score and a perfect 36 ACT score; he had also amassed an amazing 51 hours of Advanced Placement credit. He was named a National Merit Scholar and upon his matriculation at Rice, he was given the Trustee Distinguished Brown Scholarship and the W.L. Moody, Jr. Engineering Scholarship. Onaje has done extremely well at Rice academically, and after three years, he maintains a cumulative grade point average of 3.995/4.00, which has placed his name on the President’s Honor Roll each of the semesters of his enrollment. He will graduate in May 2008, when he will receive a Bachelor of Science degree in Cell Engineering, one of the most rigorous courses of study at Rice. Onaje took the MCAT in April 2006 and true to fashion, he achieved an outstanding 38-R—I almost expected it to be a 45 since he seems to have a knack for acing standardized tests! Suffice it to say, his scores are indicative of his preparedness to succeed in a medical school curriculum and of his solid fund of knowledge.

Sample 3

In the spring of 2006, Anya graduated from Hundred Forest High School in Phoenix, Arizona in the top 5% of her class and with an outstanding 3.9/4.0 cumulative grade point average. Her strong scholastic aptitude is evidenced by her AP Scholar Award receipt, her National Merit Scholarship Qualifier status and her inclusion in the Hundred Forest School District’s Highest Honors cohort. She was very active in her community, holding membership on the math team, the track and cross country teams, the soccer
and wrestling teams, and the International Club. Other extracurricular activities included her work as a tutor at the Canton Institute and her volunteer work at the Kissinger Senior Center. She presented Rice with a notable 1460 composite SAT score, and two independent scholarships, the Arizona Governor’s Scholarship and the Peterson International Science Scholarship (Highest Honors), when she matriculated in the fall of 2006. Anya has performed equally well while at Rice and she intends to graduate in December 2008 after completing a Bachelor of Science in Astronomy and Applied Physics, a major that at Rice, is as difficult as its name implies. She maintains a grade point average of 4.00/4.00, which has placed her name on the President’s Honor Roll for six semesters to date. Anya took the MCAT in August 2006 and achieved a commendable score of 35-P.
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**Student:** ________________________________________________________________

**High School Statistics: Do you remember your SAT score?**

- **High School Name**
  
- **Location**
  
- **Year of Graduation**
  
  - Did you spend 4 years in high school? _____ Or Less ______

  - **Grade Point Average**
    
  - Rank in Class________

**Extracurricular Activities:**

#### SCHOLARSHIPS

- **Academically based:**

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- **Recreation/Sports based:**

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#### HONORS

- **Organization’s Name**
  
- **Years**
  
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### Volunteer Activities:

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Betty Sample

123456 Strawberry Lane, Sugarland, Texas 99999

Voice: 321-555-5826 • Cell: 321-555-0000 • Fax: 321-555-1598 • bsample@rice.edu

if you have a voicemail message that is inappropriate or unprofessional, CHANGE IT or do not provide your number

if your email address is an acronym or name that can be perceived as inappropriate or misconstrued, CHANGE IT or do not provide it!!!

EDUCATION

You can also include your high school information in the education portion.

May, 2008

Bachelor of Arts, Psychology, Rice University, Houston, Texas

GPA: (only indicate if it is a significant gpa, such as above a 3.3)

MCAT: (only if it is a significant MCAT score, probably above 30)

2004

High School Diploma, Achievers of American Students High School, St. Louis, Missouri

GPA: (report only if it is a significant gpa)

SAT or ACT score: (report only if it is a significant score)

RELEVANT EXPERIENCE

provide a description of each role; if it is a research position, provide a statement explaining the research focus; include important procedures regularly utilized)

08/2006-05/2007

National Institutes of Health Research Assistant, Baylor College of Medicine, Houston, Texas.

Research: Metallothionein as a ligand for a giant glycoprotein receptor in the kidney, cubulin.

Research focused on binding specificities of multiligand, proximal tubule renal receptors. Identification of ligands will allow development of drug treatments to slow the progression or completely prevent end stage renal failure. Surface plasmon resonance was employed to test binding interactions.

Spring Semester

Clinical Research Assistant, MD Anderson Cancer Center, Houston, Texas.


Research: Increased incidence of renal cancer in IgA nephropathy patients.
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The role of Dihydrotestosterone and 17-β-Estradiol in the susceptibility to renal cancer in IgA dysregulation and IgA nephropathy (Berger’s Disease) patients was explored through in vivo feeding studies, immunoglobulin analysis and quantitation (serum, kidney) and in vitro studies using purified lymphocytes with cytokine stimulation.

08/2005-12/2005  
Teaching Assistant, Department of Biology, Rice University, Houston, Texas.

Worked as teaching assistant for introductory level BIOS 201 course. Led weekly recitation sessions covering various topics discussed in lecture course. Introduced and reinforced difficult concepts and mechanisms pertinent to the subject matter.

PUBLICATIONS & PRESENTATIONS


EXTRACURRICULAR INVOLVEMENT

- Medical Volunteer, Reliant Stadium, Houston, Texas
  - Volunteered in Triage and Fast Track makeshift clinic for Hurricane Katrina evacuees housed brought to Reliant Stadium
  - Administered tetanus shots, initial assessments of patient condition and aided in on-site treatment

- Director (2006) and Participant, Best Buddies Program, Houston, Texas
  - Best Buddies is an organization dedicated to providing one-on-one friendship between college students and members of the community with intellectual disabilities
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• Interact with buddies on a weekly basis, participate and plan activities and outings for the group

2004-present

Emergency Medical Technician, Rice EMS, Rice University, Houston, Texas

• Certified EMT-B volunteer, on campus call duty, Jones College EMT, special events

Additional Activities (can also be entitled Synergistic Activities, Additional Involvements)

Rice Premedical Society
Humanitarian Medical Outreach
Orientation Week Advisor
Rice Student Volunteer Program

HONORS & AWARDS
* * can also be entitled “Recognition”, “Academic Honors”, “Academic Achievements”, etc.

Rice University Trustees Distinguished Scholar, 2004-2007

President’s Honor Roll, Academic Years, 2004-2006

Who’s Who Among Students in American Universities and Colleges (1 of 10 Rice Students named), 2004-2005

National Merit Scholar, 2004

National Hispanic Scholar, 2004