

27 June 2008

MEMORANDUM FOR Class of 2009

SUBJECT: Letters of Recommendation from the Department of Medicine

To support you in your applications for internship, the Department of Medicine is available to write letters of recommendation. This memorandum will provide you with information on our Departmental policy for these letters, and we hope you will read it carefully.

Departmental letters of recommendation are based on your performance in the Third Year Clerkship and on evaluations from senior rotations in Medicine that we have at the time we write the letter. These letters give program directors an overall assessment of your progress toward independence shown in our rotations; letter grades are explained in terms of our departmental grading profile, and are supplemented with remarks about a student as an individual.

Faculty members from the Division of Educational Programs write departmental letters; they are reviewed and also signed by Louis N. Pangaro, Professor of Medicine, Chairman, Department of Medicine. Students applying to Internal Medicine programs should speak with the faculty member writing the letter (see below).

If you are applying for an Internal Medicine residency training program, a departmental letter is strongly recommended. (Additionally, personal letters of recommendation, from faculty you have had as an attending or preceptor, may be useful. Letters from house staff are usually not helpful outside their own hospital).

If you are applying to residency programs other than Internal Medicine, we would also be happy to provide a departmental letter. Those on the list below may write a departmental letter. Alternatively, you may ask any individual faculty member with whom you have worked for a personal letter.

If you have worked personally with any one of the individuals below from our division (e.g. as an attending or preceptor) you may ask that person to write your departmental letter, even if not in your own branch of service. Otherwise, the following individuals will be writing departmental letters of recommendation this year:

Army - Medicine, Transitional, Other:	Dr. William Gilliland	(202) 782-4039	wgilliland@usuhs.mil
	Dr. William Kelly	(202) 782-4923	wkelly@usuhs.mil
Navy - Medicine, Transitional, Other:	Dr. Gerald Denton	(301) 295-5790	gdenton@usuhs.mil
	Dr. Janet Myers	(301) 295-4301	jmyers@usuhs.mil
Air Force- Medicine, Transitional, Other:	Dr. Paul Hemmer	(202) 782-4923	phemmer@usuhs.mil
	Dr. Steven Durning	(301) 295-3603	sdurning@usuhs.mil
	Dr. Jeffrey LaRochelle	(301) 295-3609	jlarochelle@usuhs.mil

Letters of recommendation to program directors are usually written from July to September. The timing of the letter should be discussed as well as your plans for visiting prospective internship sites. Although an interview with the person writing a departmental letter is not mandatory, it is strongly recommended in order to make the letter as personal and useful as possible.

It is our strong preference to send an individual letter directly to each program director to whom you are applying (up to a maximum of ten letters). We will also send one to Student Affairs (Dr. Moores) for inclusion in your "application file" (ERAS for Army and Navy). We do not provide copies of letters directly to you or to the Registrar. If you are not certain how strong a letter the Department of Medicine can write for you, we will discuss this frankly with you during your interview and you can decide whether you wish us to write. (Students who have not yet received their Clerkship grades may contact Dr. Denton for advice: gdenton@usuhs.mil)

In addition to your "ERAS" information, WE WILL NEED A LIST CONTAINING THE COMPLETE NAMES, RANK, AND ADDRESSES OF THE PROGRAM DIRECTORS TO WHOM YOU WISH US TO SEND LETTERS. WITHOUT THIS COMPLETE INFORMATION, WE WILL BE UNABLE TO SEND INDIVIDUAL LETTERS. To allow us to address letters to program

directors more easily, please ask the person writing your letter how to provide an electronic copy of this list. (Typically, this will be via email.)

Provide us with a list of your planned rotations for senior year, a curriculum vitae or other information you think will help us write an effective letter for you.

Air Force students wishing a letter from Dr. Rodriguez or Dr. Almaleh at Wilford Hall Medical Center should mail a brief statement regarding the type of training you desire (such as Transitional or Categorical Medicine - 1 or 3 years) and a list of program directors. An interview is not required. If you wish to discuss your letter or have questions about Air Force Programs, please provide a phone number where you can be reached.

We recognize the strong effort you made on our rotations, and we have worked hard to get to know you, and to evaluate you with fairness and consistency. If you feel a letter from the Department of Medicine can help you in your application process, we would be very happy to offer our support.

Paul A. Hemmer, MD, MPH

Col, USAF, MC

Professor of Medicine

Vice-Chairman for Educational Programs

Department of Medicine