

HOW TO REQUEST A COMITTEE LETTER

COMMITTEE LETTER

A Committee Letter is a letter of recommendation on behalf of the Health Professions Advising Center and offers evaluation and advocacy on your behalf by highlighting your background and accomplishments, contextualizing challenges, and outlining your overall preparation and motivation for pursuing a health professional career. These are usually requested for medical and dental schools.

A Committee Letter also operates as a cover letter that summarizes the letters of recommendation from of faculty, staff, research and clinical supervisors, employers, and mentors. It is important to pick writers who can speak highly of your achievements, aspirations, and background.



Below is a list of instructions to ensure a smooth Committee Letter process.

Step One:

Students must email hpac@csusb.edu with the following:

- **Subject line:** Request for Committee Letter – YOUR NAME

The email body must include the following:

- **Preferred Email**
- **Phone number**
- **Recommender Information:** Provide information on letter writers. For it is recommended to have a minimum of 3+ recommenders.
- For example, it should look similar to this:
 - Recommender 1: Name, title, e-mail, phone number, department
 - Recommender 2: Name, title, e-mail, phone number, department
 - Recommender 3: Name, title, e-mail, phone number, department
 - Recommender 4-6: Name, title, e-mail, phone number, department
- **ATTACHMENTS:** HPAC will need the following:
 - Personal statements including activities or send resume/CV
 - AMCAS OR Letter Request Form (details below)

Step Two:

- Sign up for an appointment with the HPAC using this link:
 - **Current Students:** csusb.hpac/schedule-appointment
 - **Alumni:** [CSUSB Pre-Health Advising Appointment \(30-min\)](#)

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Step Three:

Write a summary highlighting your reason for wanting to pursue a health profession and any challenges you have faced. When detailing your experiences, it's important to include your role, level of involvement, contributions, and the lessons you learned along the way.

- You should address the following questions:
 - How did you become interested in the healthcare profession?
 - What are your strengths, interests, and experiences that relate to this field, as well as any additional experiences that demonstrate relevancy to becoming a healthcare professional?
 - What is your academic background like, including your major, significant courses, and any factors that may have impacted your academic performance?
 - What extracurricular activities, research, honors, and awards have you participated in?
 - How knowledgeable are you about healthcare and the ethical issues that come with it?

Remember that this written summary will serve as a rehearsal for a professional school interview and will be the basis for your Committee Letter. This letter will also act as a cover letter for all of the individual letters of recommendation that will be sent to your chosen professional schools. As such, it's important to come prepared with a well-crafted summary. Be sure to share your written summary with the HPAC Coordinator and have your responses ready for discussion.

Resources

[AAMC Letter Writer Guidelines](#)

[ADEA Letter Writer Guidelines](#)

Go into your interview confident! It may be nerve-racking, but practicing and preparation can help calm your nerves.

[Interview Skills](#) provided by CSUSB's Career Center.

[AAMC Interview Tips](#)

[Dental School Interview Tips](#)

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Letter Request Form

Step Four:

Medical School

The HPAC Coordinator will be unable to submit the Committee Letter without your **AAMC ID** and **AMCAS Letter ID**. The letter ID can be found on the Letter Request Form.

Directions from the Association of American Medical Colleges ([AAMC](#)):

*Print and save a PDF of the **Letter Request Form** from the **Main Menu** of the application from within the Letters of Evaluation section. The Letter Request Form is a PDF generated by you in the AMCAS application for your designated letter authors.*

*This form includes your mailing address, AAMC ID, the Letter ID, and information about submitting letters to the AMCAS program. The **Letter ID** is a unique 7-digit number assigned to each letter entry on your AMCAS application, which should be provided to each letter writer in order to properly match their letter with the correct letter entry you created in the application.*

Dental School

If you plan to submit a committee letter, list the HPAC Coordinator as the evaluator. All evaluations are submitted electronically by evaluators using [Liaison Letters](#), the ADEA recommender portal.

Submit a Request

1. In the Evaluations section, click Create Evaluation Request.
2. Select whether you are requesting a committee evaluation.
3. Enter the evaluator's full name and email address.
4. Select the date by which you would like this evaluation completed. This date should be before your program(s) deadline.
5. Enter a brief message or note for the evaluator.
6. Select whether you want to waive your right of access to the evaluation.
7. Click the checkboxes to indicate your permission for us (and programs) to contact your evaluators.
8. Click Save This Evaluation Request to submit it. Once you do so, an email is immediately sent to the evaluator.

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Letter of Recommendation Request Example: Initial Contact

Subject: Your First & Last Name Recommendation Request

Dear [Name],

I hope this message finds you doing well. I wanted to reach out to you because I plan to apply to dental school next summer, and I was hoping you could help me by writing a strong letter of recommendation. I highly value your opinion and expertise, and I think your recommendation would greatly enhance my application. [Authentic sentence describing why you would value a letter from them (e.g., why you value their perspective, which of your qualities they can speak to, etc.)].

To make the process as easy as possible, I will provide you with the following supporting materials: 1) a list of my grades, 2) my resume, 3) a draft of my personal statement, and 4) the ADEA recommendation letter guidelines. I hope that these materials will provide you with all the information you need to write a strong and compelling letter on my behalf.

Again, thank you for your consideration. I truly appreciate your support and am excited about the possibility of working with you on this important step in my career.

Sincerely,

(name)

(phone number)

(e-mail)

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Letter of Recommendation Request Example: Follow-up/Thank You

Subject: Your First & Last Name Recommendation Request

Dear (name of person),

Thank you for deciding to be a reference for me as I begin (insert reason for letter of recommendation). As you know, I will be (insert what you will be doing) and have found several exciting opportunities that I am exploring. Because I aspire to become a physician, I am specifically requesting a letter to be sent to Dr. Crystal Otubuah, the Health Professions Advising Center Coordinator, as she will be drafting a Committee Letter on my behalf. Dr. Otubuah is receiving letters directly via e-mail at crystal.otubuah@csusb.edu.

The deadline for submitting the letter is (date). If you need any additional information, please contact me via email or phone.

Thank you very much for your consideration and support.

Sincerely,

(name)

(phone number)

(e-mail)