**COMMITTEE LETTER APPLICATION**

**INSTRUCTIONS**

**Part 1** of the Pre-Health Office’s Committee Letter Application is modeled after applications you will complete during your professional school application process. We modeled our application closely to those that you will complete so that you will have an opportunity to gather the required information needed to apply for your professional schools; so that the Pre-Health Office will have the chance to review and offer feedback to improve your application; and so that you will be afforded the chance to enhance and perfect your application prior to your submission to health professional school.

Please do not be modest when completing this application. Health professional schools are interested in your experiences and so are we! The more we know about your experiences and accomplishments, the more effective your letter will be and the better our feedback will be on your application!

Note: You should put experiences that fall under multiple categories in all tables that apply (e.g. a job in a clinical setting should go under clinical experience and jobs/internships).

**Part 2** of the application was created to assist you with the development of your ideas for your personal statement and your interview. The Pre-Health Office will also use this information to inform your committee letter. Please complete the questions to the best of your ability.

**Part 3** of the application should only be completed if you have applied to health professional school in the past. You should use this section of the application to identify the areas of their application you improved since your last application to health professional school.

When completed you should save this file and upload this to the Committee Letter Application along with the following files:

1. FERPA Form
2. Personal statement (if completed)

**Thank you for requesting a Committee Letter of Evaluation from the WVU Pre-Health Office. Please fill out this form as completely as you can. The more we know about you, the more informative and helpful your letter will be.**

**/Part 1: Application**

This section should serve as practice for your application service later this cycle.

**Basic Information**

|  |  |
| --- | --- |
| Name |  |
| WVU ID# |  |
| E-mail Address |  |
| Phone Number |  |
| Age |  |
| Type of professional school applying for |  |
| Preferred Pronouns |  |
| WVU Major |  |
| WVU Minor |  |
| Expected Date of Graduation |  |
| Degree(s) from other institutions (if applicable) |  |
| Have you applied to the same type of professional school in the past? |  |
| Will you be available to interview in Morgantown between mid-May to mid-July? | If no, please elaborate: |
|  |  |

**Family Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name | Age | Education Level | Occupation |
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**Metrics**

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| --- | --- |
| Science or BCPM GPA |  |
| Test type (if taken) | Score: |
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**Health Field Experiences**

Such as: shadowing, volunteering in a healthcare facility, or family ties to health professionals (this last point may not be included in your application to health professional schools)

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| --- | --- | --- | --- | --- | --- |
| Role/Position | Location or Practitioner | Start Date | End Date | Description (700 characters with spaces) | Total Hours |
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**Service Activities**

Note: For well-known organizations (e.g., Relay for Life or Habitat for Humanity), you do not need to describe the mission of the organization in the description

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| --- | --- | --- | --- | --- | --- |
| Role/Position | Organization | Start Date | End Date | Description (700 characters with spaces) | Total Hours |
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**Leadership Experience**

Such as: teaching assistantships, tutoring, offices held in student organizations

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| Role/Position | Organization | Start Date | End Date | Description (700 characters with spaces) | Total Hours |
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**Research Experiences**

Note: In the description, be sure to describe the specific tasks you took part in as well as the overall goal of the research

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| --- | --- | --- | --- | --- | --- |
| Title | Supervisor(s) | Start Date | End Date | Description of research and your role  (700 characters with spaces) | Total Hours |
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**Other Extracurricular Activities**

Please include those not included above (e.g., study abroad, clubs, hobbies, etc; dental applicants describe activities requiring manual dexterity at which you are proficient)

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| Role/Position/Title | Organization | Start Date | End Date | Description (700 characters with spaces) | Total Hours |
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**Jobs and Internships**

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| Role/Position/Title | Organization | Start Date | End Date | Description (700 characters with spaces) | Total Hours |
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**Awards, Honors, Scholarships**

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| --- | --- | --- | --- | --- |
| Name of Award | Organization | Start Date | End Date | Description (700 characters with spaces) |
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**Most Meaningful Experiences**

Identify up to three experiences that you consider to be the most meaningful. You have 1325 characters to describe why this experience was meaningful. When writing your response, you might want to consider the transformative nature of the experience, the impact you made while engaging in the activity, and the personal growth you experienced as a result of your participation.

Most Meaningful Experience #1:

Experience Type:

Role/Position/Title:

Most Meaningful Experience Remarks:

Most Meaningful Experience #2:

Experience Type:

Role/Position/Title:

Most Meaningful Experience Remarks:

Most Meaningful Experience #3:

Experience Type:

Role/Position/Title:

Most Meaningful Experience Remarks:

**/Part 2: Personal Information and Reflection**

This section of the application should be used to help you develop your ideas for your personal statement and interview. The Pre-Health Committee will also use this information to help inform your letter. Each questions is limited to 1500 characters with spaces.

**Uniqueness**

What is special, unique, distinctive, and/or impressive about you or your life story (e.g., hobbies, hardships, culture, obstacles, travel, etc)?

**Motivation**

Why do you want to become a health professional? When did you decide you wanted to become a health professional?

What specifically interests you about your health professional field?

**Self-Reflection**

What are two things you want the committee to know about you that makes you the ideal candidate:

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Are there any gaps, irregularities or discrepancies in your academic record that you should explain?

If yes, please identify what they are and provide a brief explanation:

**Core Competencies**

Consider the AAMC core competencies for entering students (<https://students-residents.aamc.org/applying-medical-school/article/core-competencies/>)

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| --- | --- | --- |
| Service orientation | Ethical responsibility to self and others | Critical thinking |
| Social Skills | Reliability and dependability | Quantitative reasoning |
| Cultural competence | Resilience and adaptability | Scientific inquiry |
| Teamwork | Capacity for improvement | Written communication |
| Oral communication |  |  |

Which three are your most well-developed competencies at this point? Provide an example of how you demonstrate or how you have developed each of these three competencies

**/Part 3: Re-applicants**

This section of the application should only be completed by those who have applied to health professional school in the past.

In reapplicant letters, we highlight improvements since previous cycle. Please provide details for any improvements in the following categories:

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| --- | --- | --- | --- | --- |
| Category | Organization | Start Date | End Date | Description (700 characters with spaces) |
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Please provide any additional information about how your application has improved since you last applied.