

KENNEDY CAREER ENHANCEMENT SERIES

EXAMPLE

Letter of Recommendation Writer Worksheet

Reason for LORs: Residency application Deadline for LORs: December 30th

Number of Writers Needed: **3**

Name of Mentor	Criteria 1 Preceptor during 4th year rotation	Criteria 2 Oversaw research experience	Criteria 3 Observed leadership roles	Can they meet the deadline?
Dr. Bookstaver	✓	✓	✗	✓
Dr. Fabel	✓	✗	✓	✓
Dr. Phillips	✗	✓	✓	✓
Dr. Grant	✗	✗	✓	✗ Only asked 3 days before deadline in example

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Reason for LORs: _____

Deadline for LORs: _____

Number of Writers Needed: _____

Name of Mentor	Criteria 1	Criteria 2	Criteria 3	Can they meet the deadline?