



## **WMed Medical Engineering Letter of Reference Suggestions**

As you are preparing to write a letter of reference, here are some things that are helpful to our Medical Engineering admissions committee.

Briefly explain your relationship with the applicant:

- How long you have known the applicant
- In what capacity you have interacted (e.g., faculty, academic advisor, supervisor, etc.)
- Whether you are writing based on direct or indirect observations

Help us to get to know the applicant:

- What unique contributions does he/she make to the incoming class?
- What innovations or new ideas has the applicant developed?
- Describe any obstacles the applicant had to overcome, and if applicable, how those obstacles led to new learning and growth
- Explain how the applicant may contribute to a school's diversity, broadly defined (e.g., background, attributes, experiences, etc.)

Focus on behaviors that you have observed directly when describing applicants' suitability for graduate education. Consider describing:

- The situation or context of the behavior
- The actual behavior(s) you observed
- Any consequences of that behavior

Quality is more important than letter length. Focus on the applicant rather than details about the lab, course, assignment, job, or institution.

Only provide information about grades or test scores if you're providing context to help interpret them. This information is available as part of the application process.

### **To submit your letter:**

**Sign the letter, seal it in an envelope, sign across the seal, and mail to:**

WMed Admissions  
1000 Oakland Drive  
Kalamazoo, MI 49008-8023