

## VMCAS Guidelines for Recommendation Letter Writers

To assist recommendation letter writers, the below information is for your consideration when writing a unique and original letter of recommendation. While your experiences may not encompass all of the examples below, feel welcome to choose those that best represent your interactions and impressions of the applicant.

- Beyond the answers already provided, in the relationship information section, please elaborate on the nature of your interaction with the applicant. This could include time spent in a veterinary experience, academic advising, or a professional capacity.
- Please provide two strengths of this applicant and how you believe these strengths will benefit their success in veterinary school.
- Please provide any recommended areas of improvement for this applicant and the applicant's awareness of these areas.
- How has this applicant demonstrated their commitment to the veterinary profession or education?
- Please describe a situation where this applicant demonstrated effective interpersonal skills. This could be interacting with peers in an academic setting, staff in a work setting, or clients.
- Pick one or two characteristics from the Likert Criteria list to describe in greater detail about this individual.
- Please feel free to address any other characteristics or observances of the applicant not mentioned previously.

**Your recommendation submission is complete when you have fulfilled the following:**

- Completed the Relationship Information section
- Assessed the applicant on the Likert Criteria
- Uploaded your recommendation letter document (confirm the document you upload is your recommendation letter)
- Hit Preview & Submit (a new window will populate displaying a review of your completed recommendation) and then hit "Submit" to fully submit your recommendation
- Submit your Recommendation letter no later than September 18, 2023

*Note that you and the applicant will receive a confirmation email of the submitted recommendation.*

**Where do I start?** You will receive an email from the applicant who requested your recommendation. Click the link in the email. There are a few different ways to view and complete the recommendation request:

- Log in with an existing Letters by Liaison account. If you forgot your password, you can reset your password. **OR**
- Create a new Letters by Liaison account.

Letters by Liaison Portal link: <https://recommendations.liaisoncas.com/recommendation/ui/login>

Questions? Reference the [Letters by Liaison Help Center](#) for more information about the recommendation letter portal.