7th Annual

*William Davidson* Medical Education Week

Evidence-Based Clinical Practice May 14 - 18, 2018

# Writing Effective Recommendation Letters

## Thursday, May 17, 2018, 4:30 - 6 p.m.

1st Floor, Private Dining Room, Administration Building West, Beaumont Hospital, Royal Oak

**Presenters:**

**Jason Wasserman, Ph.D.**
Associate Professor of Biomedical Sciences
Chair, Admissions Committee

**Daniel Kallenberger, M.S.**
Assistant Dean for Medical School
Admissions and Financial Services
Oakland University William Beaumont School of Medicine

**Description:**
Most clinicians and academic faculty are asked to write letters of recommendation from time to time. As authors, we want to provide letters that are useful to selection/promotion committees as well as helpful to the faculty or students who have asked for our recommendations. This session will highlight key components of an effective letter as well as some insights into what committees are really seeking through letters of evaluation. The session will include an interactive activity to aid participants in understanding and evaluating letters.

**Objectives:**
1. Identify the key components of a quality letter of recommendation for medical school admission.
2. Evaluate letters of recommendation for effectiveness.
3. Reflect on ways to improve their own letter writing skills to best represent students.

**Target Audience:**
Faculty, physicians, residents and fellows.

**CME Accreditation and Credit Designation:**
Beaumont Health is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

Beaumont Health designates this live activity for a maximum of 1.5 *AMA PRA Category 1 Credit(s)*™.

This activity is eligible for a Meaningful Participation credit.

**Register at oakland.edu/medicine/meded or call 248-370-4384.**

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