

REFEREE EMAILS

Initial contact email

Subject: Request for Medical School Reference Letter

Dear [Professor's Name],

I hope you're doing well. I'm applying to medical school this year and was wondering if you would be willing to provide me with a competitive reference letter, due **October 1st**.

I'm reaching out to you specifically because my time working with [BLABLA] helped me grow in ways I'd like reflected in my application. If you're able, I can send along my CV, relevant application entries, and a summary of the work I did with you to make the process easier.

Thank you very much for considering this—I would be truly grateful for your support.

Best regards,
[YOUR NAME]

Useful information

Subject: Supporting Documents for Reference Letter

Dear [Professor's Name],

Thank you again for agreeing to write me a reference letter. As promised, I'm sharing a few documents to make the process easier:

- My CV
- Relevant application entries
- My motivation letter
- A short document linking relevant CanMEDS competencies to experiences I had while working with you (feel free to borrow any phrasing from that if useful)

The submission deadline is **October 1st**. Please don't hesitate to let me know if there's anything else I can provide to help.

I am very grateful for your time and support!

Warm regards,
[YOUR NAME]

Reminders

Hi [Professor's Name],

I hope you're well. Just a quick reminder about my medical school reference letter—it's due in one week, on **October 1st**.

If helpful, I can resend my CV, motivation letter, and the CanMEDS-aligned notes. The submission link/instructions are here: **[insert link or instructions]**.

Thank you again for your support—I really appreciate it!

Best regards,
[YOUR NAME]

TEMPLATE FILE

to send to your referees

NOTE:

- Link to CanMED competencies:
<https://www.royalcollege.ca/en/standards-and-accreditation/canmeds.html>
- I also added examples of what I actually used to send to my referees.

How long did I work with/for you:

[EXAMPLE: I met [referee] in January 2022 as part of [blabla], where I organized several academic and social events for [blabla]. Specifically, I led the organization of [blabla]. Then in January 2023, I was hired as [blabla] by [referee] and worked for 2 years.]

Potential areas for improvement:

[EXAMPLE: Delegation. While I have shown strong leadership in organizing events and managing teams, there are opportunities to further develop my delegation skills, enabling more efficient use of team resources and fostering growth in team members.]

1. CanMED competency: Negotiate overlapping and shared responsibilities with physicians and other colleagues in the health care professions in episodic and ongoing care. Engage in respectful shared decision-making with physicians and other colleagues in the health care professions Relevant interaction/experience: My PhD project required leading collaborations across research groups, clinicians, and trainees while managing overlapping responsibilities in data analysis, lab work, and writing. I adapted to feedback, coordinated timelines, and ensured goals were met, resulting in publications, international presentations, and partnerships, while also securing essential patient samples for the project.
2. CanMED competency: Work with patients and a community or population to identify determinants of health that affect them and their access to needed health services or resources Relevant interaction/experience: Through my podcast work with physicians, patients, and families, I gained insight into barriers to care shaped by geography (rural vs. urban, US vs. Canada), timing (e.g., COVID-19, age differences), financial constraints, and belonging to minority groups such as Indigenous or immigrant communities.
1. CanMED competency: Relevant interaction/experience:

2. CanMED competency: Relevant interaction/experience:
3. CanMED competency: Relevant interaction/experience:
4. CanMED competency: Relevant interaction/experience:
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