

**From:** Tipton, Adam  
**Sent:** Monday, August 05, 2013 9:42 AM  
**To:** UMHS - MU Med School 2014  
**Subject:** Internal Medicine Chairman's Letter of Recommendation

M4s,

Many of you are beginning to prepare your residency applications and request letters of recommendation to support your application. **The Internal Medicine Education Office** will be assisting many of you with the application process and we are providing some general guidelines to further explain the process of requesting a Chairman's Letter of Recommendation from Dr. Fleming (Chair, Department of Internal Medicine).

There are two types of Letters of Recommendation that will come from the Chairman's Office. The classic Chairman's Letter is a letter that compiles your performance on Internal Medicine rotations (clerkship and electives) into one document. The letter combines objective information about performance compared to peer group (in clinical and knowledge areas) with faculty comments and an overall summary of performance. A team of educators (Clerkship Director, Co-Clerkship Director, core hospitalist faculty) assist with the authoring process and the final letters are reviewed and endorsed by Dr. Fleming.

However, some students have had the opportunity to work personally with Dr. Fleming on the clerkship, subinternships, or Ethics electives. Those students may choose to request a personal letter of recommendation from Dr. Fleming. In that case, objective information from your performance on Internal Medicine rotations will also be provided to Dr. Fleming to be included in the letter.

Please note, if a program that you are applying to requires a "Chairman's Letter," you do not need both letters of recommendation—one or the other will suffice.

Please request both types of letters through Adam Tipton, our Student Coordinator, in the IM Education Office. He will work with Diana Rickard, Dr. Fleming's Assistant, to obtain the information necessary for this process.

Items needed for a **Chairman's Letter**

- CV
- Personal Statement
- Letter of Recommendation Request form that is generated by you in ERAS, you must finalize your request in ERAS and that generates the form you will need to provide.

Items needed for personal **Letter of Recommendation from Dr. Fleming**

- CV
- Personal Statement
- Rough Draft of a letter (Diana Rickard will provide you with more information about this.)

To help streamline this process and to ensure that all ERAS deadlines are met, requests for either a Chairman's Letter OR a Letter of Recommendation from Dr. Fleming should be sent to Adam Tipton, the IM Student Coordinator, no later than **August 19<sup>th</sup>**. Please don't hesitate to contact us with questions. We are happy to help you with the process.

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