

# CDIM-APDIM Guidelines for Writing Department of Medicine Summary Letters

## Timeline

DOM letters should be sent by October 1 to maximize availability for the residency selection process.

## Length

Recommended length is no more than 1-2 pages.

## Structure and Content

1. Statement regarding preparation of letter: who writes it, who approves/signs it, what data it is based on, and acknowledgement that it was written in accordance with these guidelines. Also clarify student request for the letter and whether student has waived right to review letter.
2. Description of key DOM rotations
  - a. Core medicine clerkship: duration, setting(s) of student participation, relationship to faculty members and residents, student role and responsibilities, grading policies and procedures including use (or not) of shelf exam
  - b. Grade distribution in medicine clerkship for student's class
  - c. Sub-internship: duration, setting(s) of student participation, relationship to faculty members and residents, student role and responsibilities, grading policies and procedures
  - d. Grade distribution for sub-internship in preceding year(s)
3. Description of student's performance on medicine clerkship and sub-internship (if completed).
  - a. Detailed narrative description of student performance; may include representative verbatim comments from faculty members and residents
  - b. Student grade(s) for the rotation(s)
4. Do **not** include content unrelated to the DOM that is accessible in other documents:
  - a. USMLE scores
  - b. Performance on non-Medicine rotations
  - c. Summary of *curriculum vitae* (e.g. prior education, extracurricular activities)
  - d.

## Final Paragraph

1. Overall assessment of applicant as a candidate for residency in internal medicine
2. Numerical statement of where student stands relative to other students in class, based on experiences in DOM. Examples: specific rank (e.g. 46/110), quartiles (1st, 2nd, 3rd, 4th), percentage groupings (e.g. top 10%)

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