Committee Letter Guidelines - Pharmacist

The HPAS Office will write a Committee Letter in support of your application to pharmacy school when you have submitted an Autobiography/Personal Statement to the HPAS Office on or before March 15.

The suggested faculty and mentor Evaluation Letters should be in student’s file before June 1.

The HPAS Office must have a copy of the completed pharmacy school application on file before the Committee Letter can be mailed to the pharmacy school.

PLEASE NOTE:

- The Autobiography is required before March 15, if a Committee Letter is to be written.
- The Committee Letter is usually written after June 1 and no later than September 15
- The Autobiography/Personal Statement should follow/comply with the Guidelines as outlined below.
- When the student has submitted the 3 Part Autobiography to the HPAS Office before March 15, a meeting will be schedule for the student with the Committee Letter writer.

GUIDELINES FOR THE AUTOBIOGRAPHY PERSONAL STATEMENT

- The personal statement will include three main sections, which are described on page 2.
- The entire personal statement must comprise not less than 8 and not more than 20 pages.
- Use double spacing, left and right margins of 1 inch, and number the pages.
- Utilize correct English grammar and spelling.
- Place the following information at the top of page 1 of your statement:

  Name (last, first) _______________________ Student ID Number ________________

  Phone(s) ________________________________________________________________

  Email Address ____________________________________________________________________
CONTENTS OF THE PERSONAL STATEMENT

A. AUTOBIOGRAPHY

Help us get to know you. Include aspects that you consider important, relevant and interesting about yourself. Suggestions include, but are not restricted to: your family history; your personal history; your choice of undergraduate major; your experiences in and outside the realms of science and medicine; travels you have taken; books you have read; hobbies you enjoy; events which have influenced your career choice. Remember, no topic is mandatory, and there are probably some that are not mentioned here that you may wish to include.

B. PERSONAL PERSPECTIVE

Keep a personal journal for at least three weeks. At the end of each day, quietly reflect upon the following three questions: What surprised me today? What moved me, or touched me, today? What inspired me today? Ask the questions one at a time and move backward through your day to find the answer to the question you are asking. When you find the answer, write it down. Then go on to the next question. Repeat this each day for as long as you keep the journal.

Describe your response to this exercise and discuss what you have discovered or learned by doing it.

C. CHOICE OF PROFESSION

In at least three full pages discuss the following: What do you know about pharmacy? How did you decide upon pharmacy as a profession? Describe your current pharmacy experience and knowledge. What would be the advantages to you of becoming a pharmacist? What do you know about pharmacist and their relationship with physicians and patients? What skills and personality traits do you think are particularly important for a pharmacist? Which ones do you possess? How do you know?

Be prepared to discuss the pharmacy profession and the many venues a pharmacy education can be applied during your final pre-application meeting.