



## Committee Letter Guidelines – Dentist

The HPAS Office will write a *Committee Letter* in support of your application to dental school, when you have submitted the Three Part Personal Information paper to the HPAS Office 4pm first Thursday in March year applying

The suggested faculty and mentor Evaluation Letters should be in your file before June 1.

Two of the required science letters, (discussed with you and your advisor) in your file by November 1 before year you are applying

The HPAS Office must have a copy of the completed dental school application with a word file copy of all dental schools you apply. The *Committee Letter* can be written and submitted to the dental school before September 1.

### PLEASE NOTE:

- The Autobiography is required 4pm first Thursday in March year applying if a *Committee Letter* is to be written.
- The *Committee Letter* is usually written after June 1 and before September 1.
- The three sections - Autobiography/Personal Perspective/Choice of Profession should comply with the guidelines as outlined on page 2.
- When you have submitted the 3 Sections to the HPAS Office before 4pm first Thursday in March, a meeting will be scheduled for you and your advisor so that the *Committee Letter* writing can be discussed.

### GUIDELINES FOR THE THREE SECTIONS

- Your writing will include three main sections, which are described on page 2.
- The entire writing must comprise of more than 4 pages- *less than 6 pages*.
- Writing should be double space, left and right margins of 1 inch, and **number the pages**.
- Utilize correct English grammar and spelling.
- Place on page one of your paper the information below:

Name (last, first) \_\_\_\_\_ Student ID Number \_\_\_\_\_

Phone(s) \_\_\_\_\_

Email Address \_\_\_\_\_

## CONTENTS OF THE THREE SECTIONS

### A. AUTOBIOGRAPHY- 2 Pages

Help the advisor get to know you by including in your writing information on parents, siblings, friends, and mentors. Discuss why you want to be a dentist. Write about your hobbies, talents, and activities as each relates to you studying medicine. Mention family members who have been supportive. Mention friends who are always encouraging. Talk about places you have travelled and your understanding of the world.

### B. PERSONAL PERSPECTIVE – 1 Page

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. – Summarize the 21 days.

In at least **one full page**, describe your response to this exercise (summarize the 21 days) and discuss what you have discovered or learned by doing it.

### C. CHOICE OF PROFESSION – 2 Pages

In at least two full pages discuss the following: What do you know about dentistry? How did you decide upon dentistry as a profession? What would be the advantages to you of becoming a dentist? What would be the disadvantages? What do you know about dental health precautions for patients and dentists? What skills and personality traits do you think are important for a person practicing general dentistry? How do you know you will be a fine dentist?

**Be prepared to discuss the dental health precautions and provide reading references during your final pre-application meeting.**

