

# **Residency Application Guide**

## **Part 3 - Reference Letters**





## Reference Letters

The reference letter (or evaluation form) requirements vary from one program to another. Look at the CaRMS website to determine the specific conditions such as: number of letters required (in and outside of the specialty), who is qualified to write the letters, etc. **WHO to ask**

- Reference letters must be provided by physician supervisors and preceptors (not usually residents or fellows) who have worked with you in a clinical setting.
- Choose referees who will write special letters that highlight your true skills to the selection committee. They should be from supervisors who have positive opinions about you and your abilities. It is important that they know you well, and if possible, that they are also well-known in that field.
- Some letters should be in your chosen specialties, but not all letters need to be. Although most programs require approximately three letters, it is much better to have many to choose from, and then select which you would like to send to each program.



## **HOW** to ask

You can ask your supervisor if he/she feels that he/she could write a strong reference for you for your application to residency.

## **WHEN** to ask

It is best to ask for reference letters near the end of your rotation/elective/selective. This ensures that your skills and abilities are fresh in the referee's memory and also permits a good amount of time to write the letter.

Letters are due Jan 30th, but aim to get them in early to give yourself a safety net



## Reference Letters

After your referees have agreed to write you a letter, you should provide them with the following documents:

1. Thank you letter - include specific points you would like included in your letter
2. Curriculum Vitae - short version
3. Past evaluations - only ones they have completed
4. Guidelines & Deadlines
5. Photograph - optional



# Can someone look at my Residency Application documents?

The following resources might be helpful for feedback on your documents and interview skills:

- Specialists within your field of interest
- Mentors (Residents, Doctors, Research Supervisors...)
- Classmates, Friends and Family
- The OAW office or UME office

To book an appointment email [mdcareers@ualberta.ca](mailto:mdcareers@ualberta.ca)

***\*\*Thank You UOttawa for allowing us to adapt their CaRMS Toolbox\*\****

## Mock Interviews

OAW- booked through - [mdcareers@ualberta.ca](mailto:mdcareers@ualberta.ca)

AMA/CMA - annually offered in January/February

