




LETTER OF INTENT WRITING WORKSHOP


Zada Cooper Leadership Symposium
Saturday, May 4th, 2019



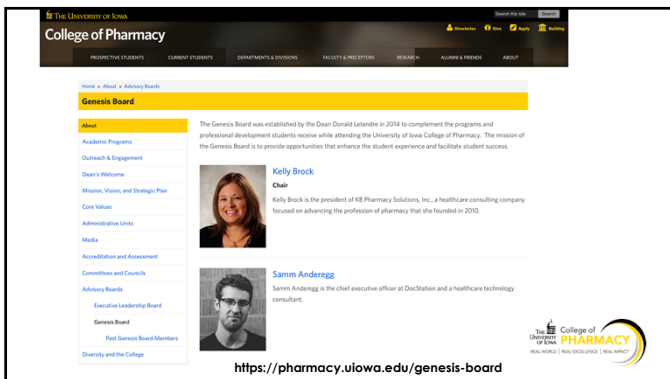




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Medical College of Wisconsin School of Pharmacy
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The screenshot shows the website for the Genesis Board at the University of Iowa College of Pharmacy. The page includes a navigation menu, a 'Genesis Board' header, an 'About' section with a description of the board's mission, and profiles for two members: Kelly Brock, Chair, and Samm Andregg, a chief executive officer and healthcare technology consultant. The URL <https://pharmacy.uiowa.edu/genesis-board> is displayed at the bottom.

1

ACKNOWLEDGEMENT

Stefanie George, PharmD, BCPS
Assistant Professor
Medical College of Wisconsin School of Pharmacy



Who do we have in the room today?

P1

P2


P3

How many of you are interested in pursuing a residency?

40-80%

How many of you are interested in getting a job
(after graduation or after residency)?

EVERYONE!




Clinical Pharmacist
 Location: Iowa City, Iowa, United States
 Category: Patient Care Providers
 Classification Title: Clinical Pharmacist (PK48) Department: Pharmacy,
 Pediatrics Pay Grade: https://hr.iowa.edu/pay/iana Percent of Time:
 100%...

Pharmacy Operations Supervisor
 Location: Iowa City, Iowa, United States
 Category: Patient Care Providers
 Pharmacy Clinical Manager, Acute Care/Classification Title: Pharmacy
 Operations Supervisor (PH02)Department: Pharmacy Pay Grade: 6B...

Executive Director, University of Iowa Pharmaceuticals NEW
 Location: Iowa City, Iowa, United States
 Category: Administrative/Professional
 The University of Iowa Pharmaceuticals (UIP), is searching for an
 entrepreneurial scientist with strong business knowledge to grow the existing
 UIP...

Application Process: Please attach a **cover letter and resume** as part of the
 application process. Job openings are posted for a minimum of 14 calendar days.

JOB APPLICATIONS


 UNIVERSITY OF IOWA
 HOSPITALS & CLINICS
 University of Iowa Health Care

RESIDENCY APPLICATIONS

Apply to the Pharmacy Residency

Candidates will need to complete an application through the Pharmacy Online
 Residency Centralized Application Service (PHORCAS).

Materials required:


- PHORCAS application form
- **Letter of interest**
- Three letters of recommendation
- Official pharmacy college/school and university transcripts
- Curriculum vitae

When reviewing candidates, which application
 materials or experiences do you think are most
 important to Residency Program Directors?

WHAT ARE RPD'S LOOKING FOR?

2014	2009
Excellent letters of recommendation	Excellent letters of recommendation
Strong letter of intent	GPA
Prior rotation experience w/ applicant	Strong letter of intent
GPA	Prior rotation experience w/ applicant
Hospital work experience	Hospital work experience
Office in professional organization	Office in professional organization
Poster presentation	Poster presentation
Publication	Publication


Gohike AL, et al. Characteristics of the ideal postgraduate year 1 pharmacy practice residency candidate: A survey of residency program directors. J Pharm Pract 2014; 27(1):84-8.




CHARACTERISTICS ASSOCIATED WITH AN INVITATION TO INTERVIEW

Characteristics Significantly Associated With Invitation to Interview		
Characteristic	OR (95% CI)	p
Professional association involvement	1.98 (1.49-2.70)	<0.001
Presentations	1.72 (1.35-2.19)	<0.001
Rotation experiences	1.65 (1.27-2.16)	<0.001
Publications	1.47 (1.26-1.71)	<0.001
Pharmacy work experience	1.40 (1.13-1.75)	0.003
Grade point average (GPA)	1.40 (1.05-1.87)	0.022
Skills and certifications	1.33 (1.08-1.65)	0.008

Ensor CR, et al. Streamlining the process for initial review of pharmacy residency applications: An analytic approach. Am J Health-Syst Pharm 2013; 70:1670-75.



BEST PRACTICES



BEST PRACTICES FOR LETTER WRITING

- 1 Review the application requirements carefully





ASHP Residency Directory:

Special Requirements for Acceptance:
 PharmD from an ACPe-accredited college of pharmacy. Eligible for pharmacist licensure in the state of Wisconsin. All application materials to be submitted through PHORCAS.

Residency Webpage:

- Drafts
 - Letter of Intent
 - Topics you may want to consider: why you want to pursue this particular residency, why you have chosen the University of Kansas program, and personal goals that you feel the program would help you accomplish.
- Completion of the following essay questions:
 1. It is important to our program that residents discover and capitalize on their strengths throughout the year. Please purchase Buckingham's Now Discover Your Strengths or Rath's Strengthfinder 2.0 and determine your top 5 strengths. Upon completion, list your strengths and comment on the results. Are they accurate? Are there any surprises?
 2. Describe your ideal day as a resident.
 3. Do you feel that you are generally superior to your co-workers or your classmates? Please explain.
 4. Think of someone really close to you (parent, sibling, spouse), what three words or phrases would they use to describe you?
- Example of a project completed on a rotation (power-point, poster, document)

KNOW THE SPECIFICS



ASHP Residency Directory:

Special Requirements for Acceptance:
 PharmD from an ACPe-accredited college of pharmacy. Eligible for pharmacist licensure in the state of Wisconsin. All application materials to be submitted through PHORCAS.

Residency Webpage:

- The applicant should address the following areas within the letter of intent.
 - Characteristics you are looking for in a residency program
 - Career goals
 - Goals for residency year
 - What you expect your greatest challenge will be during residency
 - For PGY1 candidates, level of interest and areas of interest for PGY2 residency training

KNOW THE SPECIFICS

BEST PRACTICES FOR LETTER WRITING

- 1 Review the application requirements carefully
- 2 Review the job or residency program description thoroughly
- 3 Research the organization by reviewing their website



RESEARCH

Review the job description or residency description

- Use details in the description to guide what you write or address in your LOI

RESEARCH


Research the organization by reviewing their website

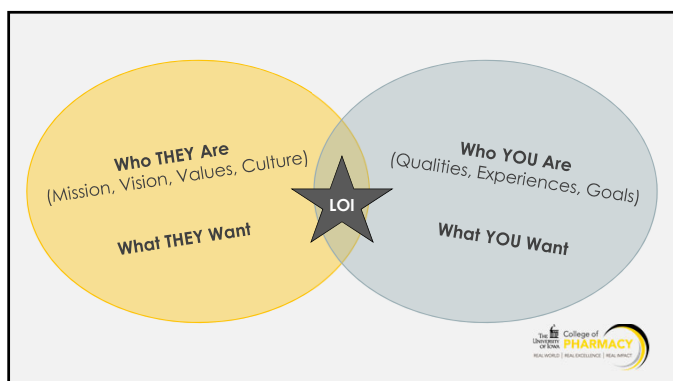
- Use their website to guide what you write or address in your LOI

RESIDENCY PROGRAM	YOUR LETTER OF INTENT
<ul style="list-style-type: none">▪ Nonprofit Hospital▪ Adults Only▪ Programs:<ul style="list-style-type: none">▪ PGY-1 Pharmacy▪ PGY-2 Ambulatory Care▪ PGY-2 Oncology▪ PGY-2 Infectious Disease▪ No Teaching Certificate Program and not associated with COP	<ul style="list-style-type: none">▪ Applying for PGY-1 Pharmacy▪ Interested in programs at Academic Medical Centers▪ Interested in teaching opportunities and involvement at COP▪ Interested in Critical Care and Pediatrics▪ Goals are to pursue a PGY-2 in Pediatrics

BEST PRACTICES FOR LETTER WRITING

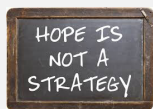
- 1 Review the application requirements carefully
- 2 Review the job or residency program description thoroughly
- 3 Research the organization by reviewing their website
- 4 Create position or site specific application materials





WRITING YOUR LETTER OF INTENT

- Be succinct (avoid unnecessary filler words) – **Write Tight!**
- Be professional (avoid conversational language)
- Be factual (only include what is true)
- Use committed language (avoid "hope" and "try")



WRITING YOUR LETTER OF INTENT

- Use Spell Check!
- Proof read... multiple times!
- Have others review your letters (e.g. family, friends, mentors, preceptors)
- Utilize CV and LOI review opportunities (e.g. ASHP-SSHP)
- Save documents as a PDF before uploading/sending
- Include the designated program in the document name

Example: Bakken_LOI_UIHC.pdf






QUESTIONS




WRITING WORKSHOP



FORMATTING & COMPONENTS


- 1 Page, Single-Spaced, Size 10-12
- Current Date
- Recipient's Name & Address
- Salutation
- Body of Letter (3-4 paragraphs)
- Closing
- Signature Line



Michael J. Brownlee, PharmD, MS, FASHP
Residency Program Director
University of Iowa Healthcare
100 Hawkins Drive
Iowa City, Iowa 52242


Dear Dr. Brownlee,

Body

Sincerely,

Brianna Bolden
PharmD Candidate 2015
University of Iowa College of Pharmacy

May 4, 2019

- 1 Page, Single-Spaced, Size 10-12
- Current Date
- Recipient's Name & Address
- Salutation
- Body of Letter (3-4 paragraphs)
- Closing
- Signature Line



**FIRST
PARAGRAPH**

Introduction

- Reason for writing
- *"I am writing to express my interest...."*
- Why you are interested
- Include a strong knowledge of the organization and program/position



**PARAGRAPHS
TWO/THREE**

Highlight Your Relevant Skills


- Explain your relevant attributes and experiences AND what makes you a good candidate for them
- Explain your goals AND how the residency/position will help you achieve them
- Explain your interest in the program AND what you can do for them

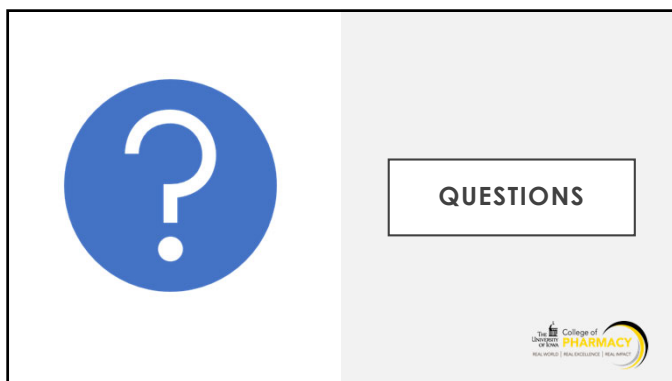


**LAST
PARAGRAPH**

Summary & Call To Action

- Summarize what you have to offer AND why you think you are a good fit for their program
- Include next steps
- Thank you for your thoughtful consideration





The graphic consists of three main elements: a large blue circle containing a white question mark on the left side; a white rectangular box with a thin black border containing the word "QUESTIONS" in bold, black, uppercase letters in the center; and the logo for "The College of PHARMACY" at the bottom right. The logo includes a stylized mortar and pestle icon and the text "The College of PHARMACY" with the tagline "REAL WORLD | REAL EXCELLENCE | REAL IMPACT" below it.
