LETTER OF INTENT WRITING WORKSHOP

Zada Cooper Leadership Symposium
Saturday, May 4th, 2019

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Welcome!

https://pharmacy.uiowa.edu/genesis-board
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!
When reviewing candidates, which application materials or experiences do you think are most important to Residency Program Directors?
WHAT ARE RPD’S LOOKING FOR?

<table>
<thead>
<tr>
<th>2014</th>
<th>2009</th>
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<tbody>
<tr>
<td>Excellent letters of recommendation</td>
<td>Excellent letters of recommendation</td>
</tr>
<tr>
<td>Strong letter of intent</td>
<td>GPA</td>
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<tr>
<td>Prior rotation experience w/ applicant</td>
<td>Strong letter of intent</td>
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<tr>
<td>GPA</td>
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<tr>
<td>Hospital work experience</td>
<td>Hospital work experience</td>
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<tr>
<td>Office in professional organization</td>
<td>Office in professional organization</td>
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<tr>
<td>Poster presentation</td>
<td>Poster presentation</td>
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<tr>
<td>Publication</td>
<td>Publication</td>
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CHARACTERISTICS ASSOCIATED WITH AN INVITATION TO INTERVIEW

<table>
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<tr>
<th>Characteristics Significantly Associated With Invitation to Interview</th>
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<tr>
<td>Characteristics</td>
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<tr>
<td>Professional association involvement</td>
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<tr>
<td>Presentations</td>
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<tr>
<td>Rotation experiences</td>
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<tr>
<td>Publications</td>
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<tr>
<td>Pharmacy work experience</td>
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<tr>
<td>Grade-point average (GPA)</td>
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<td>Skills and certifications</td>
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</table>

BEST PRACTICES FOR LETTER WRITING

1. Review the application requirements carefully

ASHP Residency Directory:

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 MS1 candidates, level of interest and areas of interest for MS2 residency training
**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

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**RESEARCH**

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

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**RESEARCH**

Research the organization by reviewing their website
- Use their website to guide what you write or address in your LOI
RESIDENCY PROGRAM

- Nonprofit Hospital
- Adults Only
- Programs:
  - PGY-1 Pharmacy
  - PGY-2 Ambulatory Care
  - PGY-2 Oncology
  - PGY-2 Infectious Disease
- No Teaching Certificate Program and not associated with COP

YOUR LETTER OF INTENT

- 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

Who THEY Are (Mission, Vision, Values, Culture)

Who YOU Are (Qualifies, Experiences, Goals)

What THEY Want

What YOU Want

LOI
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”)

- 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
May 4, 2019
Michael J. Brownlee, PharmD, MS, FASHP
Residency Program Director
University of Iowa Healthcare
100 Hawkins Drive
Iowa City, Iowa 52242

Dear Dr. Brownlee,

Sincerely,
Brianne Bakken
PharmD Candidate 2015
University of Iowa College of Pharmacy
QUESTIONS