

**DO NOT STAPLE!**



Document Section  
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## 2012 R-1 Instructions for early reference letters - Second Iteration

**Note to applicants –THIS IS A TEMPORARY COVER SHEET.** Once AWS opens on January 5, 2012, you will still be required to create a document spot in AWS, print a coversheet, sign it, and send it to CaRMS by mail. Please complete in the following table.

Applicant's Family name:	First Name:
Applicant's E-mail:	
Applicant's MINC Number (if available):	School of Graduation:
Name of the referee:	<input type="checkbox"/> Generic letter, or
Department:	<input type="checkbox"/> Specific letter –discipline:

## Instructions for the referee

Below you will find some recommendations / guidelines to help you construct the reference letter and allow program directors to use it for comparative purposes.

A reference letter task force has recommended that references should be kept confidential, so please state at the beginning of your letter whether or not the applicant has seen or will receive a copy of this letter. The letter should include the type and duration of your contact with the applicant, and comment on their:

- cognitive skills and knowledge
- problem solving and patient management
- behaviour and attitudinal skills
- communication skills and working relationships
- ability to work in a team
- motivation and punctuality
- sense of responsibility
- procedural skills specific to the discipline

If you are unable to comment on any of the above categories, you are asked to indicate that you have not observed or have knowledge of that particular component. You are also encouraged to comment on any special qualities you noted or unique contributions made by the applicant.

### Important points before sending these documents to CaRMS:

- Each individual letter has its own instruction sheet
- The reference letter is an original (not a photocopy), prepared on letterhead
- The reference letter has been signed in BLACK INK and is sent by the referee (not the applicant)

**Please send both instruction sheet(s) and letter(s) to CaRMS by January 5, 2012. Our address is in the header of this document.**