

To Whom it may Concern

Dear

The person who gave you this form is applying for a Graduate Entry Medical degree programme at the University of Warwick. Studying medicine is demanding, and we want to offer places only to those candidates who have taken the time to explore and discover what it takes to work in a caring role and environment. We also expect applicants to have a realistic idea of the demands of the role as well as the relevant skills and qualities required.

To this end, we ask applicants to provide us with proof of the work experience or shadowing they have undertaken. To be of maximum benefit to the candidate, this proof must be provided as a signed reference on your organisation's letterhead and should include the information detailed below, as far as is possible. The reference letter should be given directly to the candidate (as either a PDF file or hard copy), who will then pass it on to us. We will not accept a reference in an email (an attached PDF is acceptable). Please note we often contact referees to verify what they have told us.

- Your organisation
- Your job title
- Your email address or telephone number
- Candidate's name
- Title of candidates role
- The start and finish date (if applicable) of their work experience/shadowing
- The approximate number of hours they completed during the four years prior to application
- The percentage (or number) of these hours spent undertaking direct hands-on care of patients or people with healthcare needs
- Brief details of their duties whilst on placement with you
- A brief comment on the candidate's abilities in one or more of the following competencies: team-working, insight (into their own strengths & weaknesses and the role of a doctor), resilience, communication skills, empathy, probity and respect & dignity towards others.

Thank you for your time. Please do contact us if you have any questions.

Yours sincerely
Professor Celia Brown
MB ChB Admissions Lead

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