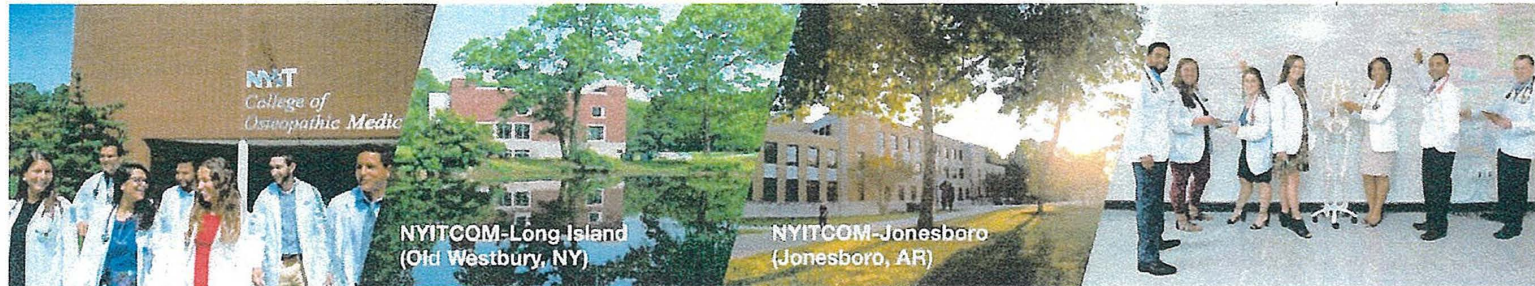




*College of  
Osteopathic  
Medicine*

## LETTER OF INTENT

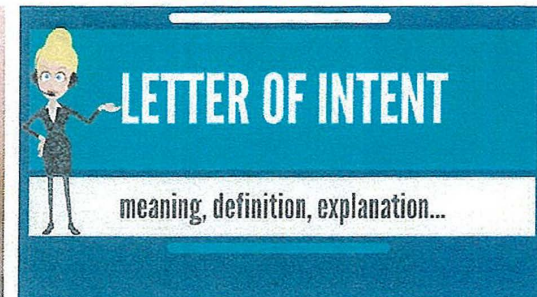


[www.nyit.edu/medicine](http://www.nyit.edu/medicine)

## What is a Letter of Intent?

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**Letter of Intent** is a letter expressing to your top choice medical school “*you are my number choice. I will attend if accepted*”. These letters are written when you have been waitlisted at your top choice school.



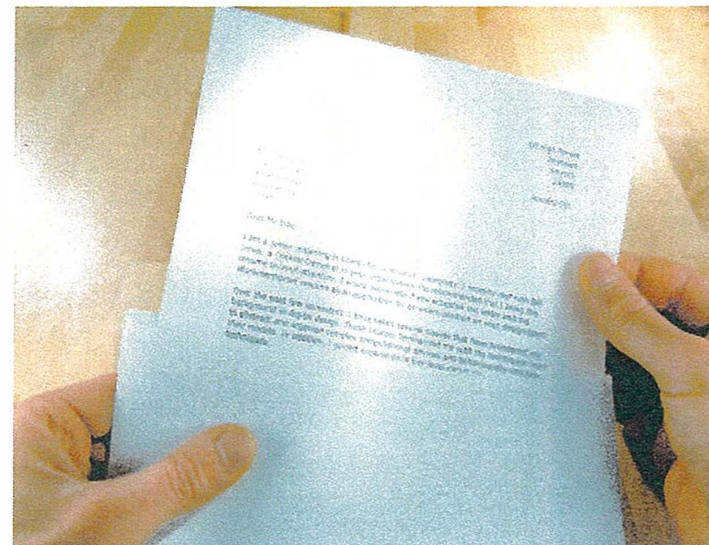
# How To Write A Letter of Intent

## Address the letter to the dean or director of admissions

Do your research and figure out who is the dean or director of admissions

Use the correct titles and spelling when addressing your letter

If there was a particular interviewer who you really clicked with, you **should** include him or her on the cc line as well.



## How To Write A Letter of Intent

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- **Introduce yourself and get straight to the point**

My name is John Smith and I am a current applicant at NYIT College of Osteopathic Medicine. I interviewed on October 11. I am writing letter for two purposes.

- First your purpose is to **reiterate that NYITCOM is my top choice for medical school (explain why you are a good fit for the school)**
- Second, I want to **update you on my new accomplishments** which are not in my current file.

### Get To the Point



## How To Write A Letter of Intent

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- **Explain why the school is your top choice and why you would be a good fit**

Give legitimate reasons why you should attend this school over any other school. For example, NYITCOM outcomes, passing rate on the board examination, exceptional placement rate, over 40 hospitals with over 3,000 spots available and academic support services.

- Any memorable moments on your interview. If you really enjoyed your time with your interviewer, mention that as well.
- You can talk about the vision and mission of the school and how it resonates with you. For example, Curricular Offerings such as Dual Degree Programs - DO/PhD, DO/MBA, DO Clinical Nutrition, Global Health Certificate Program
- Students have a choice of two pre-clinical curricular options:

The Lecture-Discussion Based (LDB)

A Problem-Based Curriculum, the Doctor Patient Continuum (DPC)



## How To Write A Letter of Intent

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- **Explain why the school is your top choice and why you would be a good fit**

Explain what makes **you a distinct candidate** that will fit into the school

**Highlight some accomplishments** that may make you unique



## How To Write A Letter of Intent

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- **Update any recent accomplishments that might not be in the file**

Include any newsworthy updates that would not be in your primary or secondary application and update letters

- You can talk about your upcoming plans
- You can include things like a new research publications, leadership endeavors and accomplishments at your job or volunteer place



## How To Write A Letter of Intent

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### Cleanly close the letter

Give **final statement** that reiterates your interest

**Thank them and express** how you look forward to the rest of the admissions process

Use professional closing such as ***sincerely* or *best wishes***

You should **be aggressive when it comes to contacting schools** and writing letters of intent

**Good Guideline** – **send a letter once a month**, just make sure that each letter is unique and informative



# Letter of Intent

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## In Summary:

1. Address the letter to the dean or director of admissions
2. Introduce yourself and state your purpose for writing the letter
3. Explain what you love about the school
4. Mention why you're a great fit
5. Update the school
6. Conclusion: Briefly restate your intent to attend the school
7. Close the letter "Best Wishes" or "Sincerely".



**Letter of Intent**  
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## Letter of Intent

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### **To whom should a medical letter of intent be addressed?**

A letter of intent should be addressed to either the **dean of admissions or the director of admissions or both**. Do not address a letter of intent to the admissions committee. Do your research to find out who's in charge.



## Letter of Intent

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### What should the subject line be?

The subject line should be your name. I would write;  
John Smith: Letter of Intent

Also, remember to include the following:

- AAMC or AACOMAS ID number
- The date when you interviewed
- The people with whom you interviewed if the interview format was traditional, one on one. If you had an MMI interview or panel interview listing interviewers would not be possible. If you interviewed with 2-3 people you'd want to include their names in the letter so they can identify you.



## Letter of Intent

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### Should I write a letter of intent before I interview?

The answer is no. It is misleading to tell the school, before you even interview, that they are your number one choice and if I'm accepted I will go there. So remember, only send a medical school letter of intent after your interview.



## Letter of Intent

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### How many schools should I send my letter of intent?

**One.** Only one school can be your top choice, so this is the school that should receive your letter of intent. This means you shouldn't send a letter of intent unless you are certain that you would accept an offer of admission from that school.



## Letter of Intent

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### Are waitlist usually large?

It looks good for a school to have the highest percentage of people to whom are offered acceptances to actually matriculate. Once the school is going to their wait list they would prefer if they can fill their class as efficiently as possible.



## Letter of Intent

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### Should I write a letter of intent as a way to “get in”?

Don't write a letter of intent to a school as a way to try to get in. Only tell a school that they are your number one choice and **if you really mean it.**

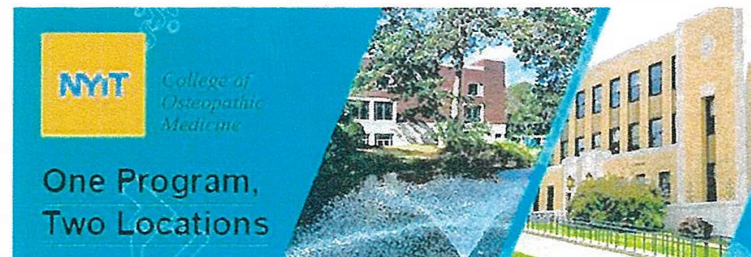


## Letter of Intent

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### Can letters of intent influence a school's decision?

Letters of intent **can definitely influence a school's decision**. A school's goal is to fill their class with people whom they feel would make a valuable contribution to the school and the medical community. Also the **school's goal is to have people who are enthusiastic about being there**.





# Letter of Intent

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## Letter of Intent: Do's and Don'ts

- Do send a letter of intent to the top choice school where you are waitlisted. This is extremely important.
- Do send update letters on any recent accomplishments.
- Don't send a medical school letter of intent before an interview.
- Don't send multiple letters of intent to multiple medical schools.

# Letter of Intent

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## Final Thoughts:

1. Only write a letter of intent to ONE school (your first choice)
2. Write a LOI about one month after being interviewed, particularly if you've been waitlisted.
3. Clearly state that you will attend the school if given the opportunity
4. Include what you love about the school, why you are a good fit/what you offer and any new information that could influence the admission decision.
5. Use your authentic voice, but sure to keep it formal.
6. Limit your letter to one page.
7. Don't send a letter of intent to a school that has given specific directions not to do so.

Don't forget to proof read; Be heartfelt and convincing, highlight a true passion for your first choice.



## Letter of Intent

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Being waitlisted after the long medical school admissions process can be a hard pill to swallow, but don't give up! Submitting a letter of intent along with other supporting material can get you across the finish line into your dream medical school.

***So remember, only send a medical school letter of intent after your interview***





**NYITCOM Information Session and  
Campus Tour  
Rockefeller Building**

**Friday, April 12, 2019**  
2:00 pm – 4:00 pm

**Friday, June 14, 2019**  
11:00 am - 1:00 pm

**Wednesday, June 26, 2019**  
11:00 am – 1:00 pm

**Friday, July 12, 2019**  
11:00 am – 1:00 pm

**Wednesday, July 24, 2019**  
11:00 am – 1:00 pm



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