

# Student Pharmacist to Residency Director Asking for Letter of Recommendation

As an APPE student preparing for residency, one of the most important and sometimes nerve-wracking steps is asking a Residency Program Director for a letter of recommendation. This isn't just about securing a requirement for your application; it's about demonstrating professionalism, initiative, and the relationships you've built throughout your pharmacy journey. Reaching out in the right way shows respect for your mentors and sets the tone for the way you'll be remembered. With the right approach, you can turn what feels like an intimidating ask into a meaningful opportunity to showcase your readiness for the next stage of your career.

## **Tips for students requesting this letter:**

- Provide your recommender with your CV, personal statement, and goals.
- Remind them of specific examples of your work they can highlight.
- Ask at least 4–6 weeks in advance of the deadline.
- Always send a thank-you note afterward.

## **Samples on the following pages:**

- Sample Student Request for Letter of Recommendation
- Sample Thank You Note to Advisor
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- Sample CV Structure
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## Sample Student Request for Letter of Recommendation

Subject: Request for Letter of Recommendation

Dear Dr. [Last Name],

I hope this message finds you well. I am writing to respectfully request your support with a letter of recommendation for my application to Residency Programs.

I had the privilege of working with you during my [list APPE rotation in Clinical Pharmacy/area], where I gained invaluable experience in [briefly mention what you learned –e.g., direct patient care, interdisciplinary collaboration, medication management]. Your mentorship greatly contributed to my professional and clinical development, and I believe you are familiar with my abilities in [list 2–3 qualities: clinical judgment, communication, work ethic, leadership].

As I pursue residency training, I am seeking mentors who can speak to my clinical skills, professionalism, and readiness for advanced training. I would be truly honored if you could provide your perspective on my performance and potential.

The application portal for recommendations is PhORCAS, and you should receive an email with submission instructions directly from the system once I include your name as a reference. The deadline for submission is [insert date]. I have attached my current CV and personal statement draft to assist with the process.

Thank you so much for considering this request. I deeply appreciate your time, guidance, and support in helping me take the next step in my pharmacy career. Please let me know if you would like to discuss this further or if there is any additional information I can provide.

Sincerely,  
[Full Name], PharmD Candidate (Class of [Year])  
[School/College of Pharmacy]  
[Email Address] | [Phone Number]

## Sample Thank You Note to Advisor

Subject: Thank You for Your Support

Dear [Advisor's Name],

I want to sincerely thank you for taking the time to write a letter of recommendation on my behalf. I greatly appreciate your willingness to support me in this important step of my professional journey. Your guidance throughout pharmacy school has been invaluable, and your encouragement has helped me grow both personally and professionally.

I am truly grateful for your mentorship and for the confidence you have placed in me. Regardless of the outcome, having your support means a great deal, and I look forward to carrying the lessons I've learned from you into my future practice.

Thank you again for your time, effort, and encouragement.

Warm regards,

[Your Name]

PharmD Candidate, Class of 2025

## Sample Letter of Recommendation from Residency Director for Student

**(Send this framework if you believe it would help your Advisor)**

[Your Name, Degree(s)]  
[Title / Position]  
[Institution / Pharmacy Name]  
[Address]  
[City, State ZIP]  
[Email] | [Phone]

[Date]  
Residency Program Director / Hiring Manager  
[Program / Institution Name]  
[Address]  
[City, State ZIP]

Dear [Residency Program Director / Hiring Manager],

It is with great enthusiasm that I recommend [Student's Full Name] for the position of [PGY1 Pharmacy Resident / Fellowship Candidate / Pharmacist] at your esteemed institution. I had the privilege of serving as [Student's] [preceptor / faculty advisor / supervisor] during [rotation name or course] at [institution], where I observed first-hand their exceptional clinical skills, professionalism, and dedication to advancing patient care.

Throughout the rotation, [Student's First Name] consistently demonstrated strong clinical judgment, the ability to integrate evidence-based medicine into practice, and a proactive approach to patient-centered care. For example, they [include a specific example: "identified a significant drug-drug interaction that led to a change in therapy, improving patient safety"]. Their critical thinking skills and commitment to accuracy ensured high-quality contributions to our healthcare team.

Beyond clinical competence, [Student's First Name] stands out for their professionalism and leadership. They actively engaged with interprofessional teams, communicated clearly with providers and patients, and consistently displayed initiative. Their ability to balance workload, adapt quickly to new challenges, and maintain a positive attitude made them an asset to our team.

Equally important, [Student's First Name] has a passion for lifelong learning and growth. They actively sought feedback and implemented it with noticeable improvement. Their curiosity, resilience, and commitment to the pharmacy profession will make them an outstanding addition to your program.

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In summary, I strongly endorse [Student's Full Name] without reservation for [residency / fellowship / pharmacist position]. I am confident they will contribute meaningfully to your program and continue to grow into an exceptional pharmacy professional. Please feel free to contact me at [phone number] or [email address] if you have any questions or need additional information.

Sincerely,

[Signature]  
[Recommender's Name, Credentials]  
[Title / Position]  
[Institution / Organization]

## Sample CV Structure

### Jane Smith, PharmD Candidate (2025)

Email: [janesmith@email.com](mailto:janesmith@email.com)

Phone: (555) 123-4567

LinkedIn: [linkedin.com/in/janesmith](https://www.linkedin.com/in/janesmith)

### Education

- Doctor of Pharmacy (PharmD), University of Midwest – Expected May 2025
- Bachelor of Science in Biology, State University – May 2021

### Experiential Education

- Advanced Pharmacy Practice Experience (APPE), Community Pharmacy – Walgreens, Summer 2024
- Counseled patients on medication use, side effects, and adherence.
- Performed medication therapy management (MTM) and immunizations.
- APPE, Internal Medicine – University Hospital, Fall 2024
- Conducted daily patient medication reconciliations and presented recommendations to the healthcare team.
- Participated in patient rounds and adjusted therapies under preceptor supervision.

### Work Experience

- Pharmacy Intern, CVS Health – 2022–Present
- Processed prescriptions, resolved insurance issues, and educated patients.

### Leadership & Activities

- President, Student Pharmacists Association (2023–2024)
- Member, American Pharmacists Association – Academy of Student Pharmacists (APhA-ASP)

### Skills

- Immunization certified
- Proficient in Epic, PioneerRx, and Microsoft Office
- Strong patient counseling and communication skills

### Additional Successes

- Engaged in Publication Presentation
- Created and Shared Poster Presentation

## Sample P4 Student Personal Statement

\*"My interest in pharmacy began with a desire to connect science with patient care. Throughout my pharmacy education, I have developed a strong passion for clinical decision-making and patient advocacy. During my internal medicine APPE, I found fulfillment in collaborating with an interdisciplinary team to optimize medication therapy and improve patient outcomes. Additionally, my experience in community pharmacy strengthened my ability to communicate with diverse patient populations and address medication access barriers.

As I prepare to transition from student to pharmacist, I am eager to pursue a residency that will further refine my clinical knowledge, teaching skills, and leadership abilities. My ultimate goal is to serve as a clinical pharmacist in an academic medical center where I can contribute to patient care, mentor future pharmacists, and engage in practice-based research. I believe my strong work ethic, adaptability, and dedication to patient-centered care will make me a valuable member of any healthcare team."\*

## Sample of APPE Student Personal Goals

### Short-Term Goals (During APPE Year & Graduation):

- Successfully complete all APPE rotations and gain experience in a variety of settings.
- Strengthen clinical judgment by actively participating in patient case discussions.
- Develop confidence in patient counseling, especially in complex medication regimens.

### Medium-Term Goals (Residency & Early Career):

- Secure a PGY1 residency to advance clinical knowledge and patient care skills.
- Enhance leadership skills by precepting students and participating in professional organizations.
- Explore areas of clinical interest such as cardiology or infectious disease.

### Long-Term Goals (5–10 Years):

- Become a board-certified clinical pharmacist (e.g., BCPS).
- Practice in an academic medical center where I can combine patient care, teaching, and research.
- Serve as a mentor for future pharmacy students and contribute to the profession through leadership roles in national organizations.