Dean’s Letter Introductory Paragraph

Tips

- Keep it as short and succinct as possible. State the facts objectively and avoid flowery language.
- **DO NOT** write in the first person. **DO** write in the third person.
- Always refer to yourself as Mr./Ms. _____. (Do not use your first name.)
- Include any significant undergraduate research, studies abroad, and extracurricular activities.
- Avoid clichés, colloquial speech, and quotations.

Example 1

Mr. G is a graduate of Case Western Reserve University. He completed a Bachelor of Arts in Religion with a minor in Chemistry in three years. As an undergraduate, Mr. G was very involved in extra-curricular activities. He was secretary and risk manager of the Sigma Alpha Epsilon Fraternity and Vice President of the Middle Eastern Club. He also had significant work experience teaching MCAT chemistry for Princeton Review and working as a lab tech in physiology at CWRU. Following graduation, Mr. G went on to complete a Master of Science in Applied Anatomy before applying to medical school.

Mr. G pursued many research interests during his undergraduate career. He completed projects in psychology at the Louis Stokes Cleveland Veterans Administration Medical Center. He also worked at the Cleveland Clinic studying conduction of dorsal root ganglion and neuroblastoma cells as a model for understanding pain effects under anesthesia. This work resulted in an abstract publication and a presentation at a national conference.

Example 2

Ms. D graduated magna cum laude from Bard College with a Bachelor of Science degree in Microbiology. Throughout her undergraduate career, Ms. D spent a considerable amount of time pursuing research and extracurricular activities. She was a TA for classes in General Chemistry and Biology during her sophomore year. During her junior and senior years, she worked as a research assistant in the lab of Dr. S studying the stress response of RNA polymerase sigma factors in *Streptomyces coelicolor*. Throughout all four years, Ms. D tutored high school students in underserved communities and volunteered in the Cavell Cancer Center at Columbia Memorial Hospital. She was also an active member of the school’s varsity lacrosse team. Ms. D was inducted into Phi Beta Kappa and was a member of the Golden Key International Honour Society.

Example 3

Ms. B completed her undergraduate work at Case Western Reserve University, graduating summa cum laude with a Bachelor of Arts in English. Ms. B ran varsity cross-country and track and was named to the Dean’s List each semester. She received the University Athletic Association All-Academic Recognition and was inducted into the Golden Key National Honour society, the Sigma Tau Delta English Honor Society and Phi Beta Kappa.

Beginning in college, Ms. B gained valuable research experience by working at the Orthopaedic Research Laboratories located at Lutheran Hospital in Cleveland. She assisted with experiments and was involved in writing scientific publications. During this time, she also began working as a co-author on a clinical follow-up of mobile-bearing total knee replacements. This paper was later published during medical school.