

(SAMPLE COVER LETTER)

30 June 2004

Harvey T. Mudd, AAMC ID 123456789

I am pleased to enclose with this cover letter the letters of recommendation for Harvey T. Mudd (SSN 123-45-6789). On behalf of our pre-professional students, we collect and distribute the unedited recommendation letters, provided to our office on a confidential basis.

Aspects of our curriculum may require explanation. All students, regardless of their major, complete a curriculum that is in three approximately equal parts:

- The scientific technical core emphasizes technical breadth and is completed during the first two years: four semesters of mathematics (single and multi-variable calculus, discrete dynamical systems, linear algebra, differential equations, and probability and statistics); two semesters of chemistry, which include an introduction to organic chemistry, and two chemistry laboratories; three semesters of physics and two physics laboratories; and one semester each of computer programming, systems engineering, and cell biology and genetics.
- Over four years, approximately 30% of a student's coursework is devoted to courses in the humanities and social sciences. In the first year, Humanities 1 and 2 are courses that focus on expository writing and literature. In addition, all students are required to participate in Integrative Experience courses that explore the interactions among science, technology, and society.
- The remaining coursework is in the student's major. All HMC students conduct independent senior thesis research with a faculty member, or participate in an industry-sponsored Clinic team project under the direction of faculty advisers and corporate liaisons.
- The first semester at Harvey Mudd is graded on a mandatory High Pass/Pass/Fail grading scale. This grading system is implemented in order to

ease the transition from high school to Harvey Mudd's demanding academic work load.

Harvey T. Mudd, a Basketweaving major, currently has an overall GPA of X.XX, which places him/her in the top 80% of his/her class. This academic record should be considered in the context of the Harvey Mudd student body, which is highly selected. Last year, 88% of the entering freshman class ranked in the top 10% of their high school class, 45% are National Merit Scholars, and the median SAT scores are 700 Verbal, 750 Math, 710 Writing II, and 780 Math II. Further, we have resisted the grade inflation experienced at many other colleges and universities. The median GPA of the graduating seniors in 2004 was 3.32.

Please contact me if we can provide you any additional information you may require.

Thank you for your consideration of Harvey.

Sincerely,

Karl Haushalter
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Pre-Med Coordinator
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