



Request Form for Letter of Reference

Applicant: Please enter your name below and email/mail a copy of this form to the 2 professionals who will be writing letters of reference for you.

Name of the Medical Writer Certified Applicant: _____

Instructions

The person named above requests that you provide a letter of reference **on letterhead** to the Medical Writing Certification Commission of the American Medical Writers Association (AMWA; address below) to support his or her application for the Medical Writing Certification Examination.

Please consider the following eligibility requirements as you prepare your letter:

- Applicant must have earned a bachelor's degree in any field of study. (Exceptions to the requirement for a bachelor's degree may be granted for individuals with at least 5 full-time years (or equivalent) of verifiable work experience in the field. Experience must have been in a paid capacity within the past 10 years.)
- Applicant must have a minimum of 2 years of full-time work experience or equivalent within the past 5 years (eg, 4 years of documented part-time work at 20 hours/week). Experience must be in a paid capacity in the field of medical communications.
- AMWA defines a medical communicator as a person who writes, edits, or develops materials about medicine and health. Professional medical communicators also have communication expertise, awareness of ethical standards, and health care knowledge. Materials prepared by medical communicators, collaborating with others or working independently, include the following:
 - patient education brochures, news articles, website content, and books for the general public.
 - journal articles and continuing education monographs for health care professionals.
 - regulatory documents for government agencies.
 - grant proposals for research scientists and institutions.
 - sales training and marketing materials for the pharmaceutical industry.

Reference letters should

- be addressed to the Medical Writing Certification Commission (see address below).
- be written on official letterhead and include a current phone number and email address (the individual providing reference may be contacted if needed).
- be from current or former supervisors, employers, clients, or colleagues that are able to attest to the applicant's knowledge, skills, and experience in medical writing.
- attest to the applicant's required years of experience in medical communications (at least 2 years of full-time work experience or equivalent in a paid capacity).
- be printed, dated, and signed.
- be written no earlier than 6 months before the date of the applicant's application. Out-of-date reference letters will not be accepted.

ONCE THE LETTER IS COMPLETE, PLEASE RETURN IT TO THE APPLICANT.

Should you have any questions, please contact the applicant directly or contact

Medical Writing Certification Commission

American Medical Writers Association

30 West Gude Drive #525

Rockville, MD 20850

240-238-0940

certification@amwa.org