

## RECOMMENDATION LETTER SAMPLE

Dear Admissions Committee,

I am pleased to write this letter of recommendation for Mr. Yeong SungMin, who is applying to the Ph.D. program in Electrical and Computer Engineering at the University of Pennsylvania. In my capacity as Yeong's instructor and thesis committee member, I have gotten to know him quite well over the past two years as he has pursued a master's degree and worked as a researcher. Through our extensive interactions, I have been greatly impressed by his strong academic abilities and resourcefulness in research, attributes that I believe are a strong indication of his potential for future success as a graduate student in your Ph.D. program.

I first met Yeong during the fall term of 2015, when he was enrolled in the "Analog Integrated Circuits" course, which I co-led with Professor Franklin. The course was quite rigorous, dealing with advanced level circuit design techniques for operational amplifiers and data converters. Yeong was very conscientious in class and demonstrated a thorough understanding of design and analysis, particularly in regard to A/D converters. [It would be of benefit to provide a bit more insight into the applicant's performance in the classroom here. Was he an active participant in class discussions? How well did he interact with his classmates? What unique perspectives and insights did he offer? Such discussion will give the reader a more complete view of the applicant as a student and an individual.] Despite being in his first year, his final grade ranked among the top ten percent in the class, surpassing many other M.S. and Ph.D. students. The strong work ethic and intelligence he displayed in my course served him very well throughout the whole of his master's degree education, enabling him to earn a top-ranked GPA among his competitive classmates.

Another impressive skill that set Yeong apart from many of his peers was his facility with the English language. The draft he brought me before his thesis defense was clear, concise and well-organized, giving me a clear understanding of his research topic, "read-in integrated circuits for infrared scene projectors," an area with which I had not been previously familiar. In his research, he clearly identified image-quality issues associated with traditional infrared scene projection systems and devised a circuit solution that effectively addressed those issues. Overall, Yeong convincingly substantiated the validity and practicality of his proposed circuits by demonstrating thorough experimental results. While I did notice a bit of wordiness in his thesis defense presentation and some room for improvement, the research he has subsequently presented at conferences has convinced me that he has significantly enhanced his presentation skills since that time.

During his time in the master's program at Korea University, Yeong has consistently proven himself to have the intellectuality, determination and dedication to research needed to thrive in such a rigorous setting. I have no doubt that he will be as valuable an asset to your program as he has been to ours, and I therefore highly recommended him for admission. Please do not hesitate to contact me if you have any further questions regarding his candidacy.

Sincerely,

Recommender Name

Email Address

Phone Number