

Month, Day year

Dear Graduate Admissions Committee,

I am writing in enthusiastic support of XX XX for admission into your graduate program. XX is an excellent student in our competitive biomedical engineering program here at Worcester Polytechnic Institute. I believe that his/her XX and XX skills/attributes will make him/her an asset to your XX program.

Over the past two years I have had the pleasure of getting to know XX. She performed very well in my Fundamentals of Biomechanics course which, in addition to mechanical concepts, required performing a lab characterizing the properties of biological tissues and a group project including oral presentations and written reports. She had an easy rapport with her classmates and seemed to work very compatibly with them on the group assignments. I got a sense she particularly enjoyed the give and take of these types of group assignments and excelled at solving open-ended problems.

AND/OR...

I have supervised XX in a variety of projects over the past year as a volunteer in my laboratory. She has quickly become a critical asset to the laboratory, contributing enthusiasm, a strong work ethic, and a positive attitude. She has demonstrated the ability to think critically and thoroughly, independently develop protocols, and contribute in a variety of experiments. XX has even co-authored a recently submitted conference abstract to a national conference entitled "XX"

AND/OR...

Over the past year and a half I have had the pleasure of getting to know XX on both a professional and personal level while acting as an advisor for her senior design and research project. The project consisted of XX. This project was completed throughout her senior year, culminating in a detailed report as well as a XX demonstration. The project required her to work in a multidisciplinary team and to interface with doctors and XX. XX was involved in all aspects of the project including interviewing clients, acquisition and analysis of data, and optimization of the design.

In addition to successfully completing the project tasks assigned to her, XX continuously demonstrated her considerable leadership skills, her ability to work well in a team, and aptitude for oral and written presentation. She took the lead role in the project's time, financial and material management as well as the organizing the final report to ensure successful completion of the project. XX was very interested not only in the technical

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aspects of how the device would work but also how it fit into the bigger picture for example the user interface, ease of use, price, and aesthetics. Over the past summer, XX demonstrated her commitment to the research project and her work ethic by beginning work on a manuscript on this topic, even though she held a full time industrial position.

In addition to lab and schoolwork, XX is very active on campus and is committed to service to the community. She is an officer in the local chapter of the Biomedical Engineering Society, a member of the Women's Industry Network, and is active in her sorority. She is also a member of the XX team even while maintaining a full academic schedule and working part-time. XX obviously employs excellent organizational and time-management skills.

To sum up, I wholeheartedly support XX XX's application. XX has demonstrated her insight, leadership, organizational skills and commitment to get the job done. She is an amicable, ambitious, bright young woman with the necessary skills and potential to be successful wherever she ends up pursuing her doctoral degree. OR ... . I have no doubt that she is suited for the Biomedical Engineering program at your university. OR... I believe that an MBA is an excellent compliment to her technical background and will greatly enhance her long and successful career in the Biomedical Industry. If you have any questions or need more information, please call me at YY or email me at YY.

Sincerely,

YY YY, Ph.D.  
Assistant Professor of  
Biomedical Engineering

General notes:

- The letter should be only one page.
- Do not use any of the sentences or paragraphs above verbatim or your letter will sound just like someone else's, very fishy.
- There should be no mention of grades
- Your skills and attributes should be highlighted but choose 3 or 4 main ones, don't try to hit every buzz word.
- If possible, every statement should be in the context of an example (e.g., if you're dependable, how do I know?; if you're a leader, of what?, if you're a team player, how have you shown it?, if your self-motivated, how have you demonstrated it?).
- Similarly, each statement should be from the advisors personal perspective, not generalities (e.g., specific experience from a class or project, not just lifted from your resume).