

Letter of Recommendation



Collegepond
Your Future, Our Priority

Introduction

Admissions Committees get an exhaustive pool of applications, and hence a letter of recommendation has significant bearing in the admission process. A gleaming letter of recommendation can help the Admissions Committee in making an admission constructive decision regarding a candidate, and for this reason, you must be extremely careful while selecting your recommenders. While a well written Statement of Purpose (SOP) gives an opportunity to the student to showcase himself/herself to the Admissions Committee, a nicely drafted letter of recommendation is a chance for the professors/bosses to help the applicant put their best foot forward.





Factors

Please take the below-mentioned factors into consideration before you finally zero-in on your recommenders:

Interaction with the professor

You must preferably get your recommendation from a professor, who has spent sufficient amount of time with you to be able to appraise you thoroughly for the program applied for. Someone who has taught you subjects which are in alignment with your future courseware will be an ideal referee to evaluate your potential. When it comes to professional recommendation, you can get it from your immediate supervisor, who can give an inclusive picture of your skills and capabilities.

Rapport

Spineless recommendation can do more harm than good to a student's future. Your recommendation must be able to project you in the best light and hence you must not settle for anything less than an outstanding recommendation, which you can only get from a professor / Supervisor you share a great rapport with. A quality LOR is anytime better than two lousy ones. Please speak to your professors / boss and discuss your higher studies plan with them at length to help them in understanding your requirements. A copy of your SOP, resume and other relevant information pertaining projects / assignments done under their supervision will aid them in putting across your undertakings and accomplishments in the best possible manner.

Availability and commitments

While the recommender may have the best intention to help you, you can still land up in a tight spot if their commitments are not allowing them to devote required time for recommendation. The last thing that you want to hear is that your professor forgot to upload your LORs before the deadline and hence a reason for your rejection. Please check their engagements and obligations before you finalize your recommenders. Select someone who not only enthusiastically supports your application, but is also ready to walk an extra mile for you, if need be. Remember to send a gentle reminder to your professors at least fifteen days before the deadline and regularly follow up till the time your recommendation is finally uploaded.

Factors

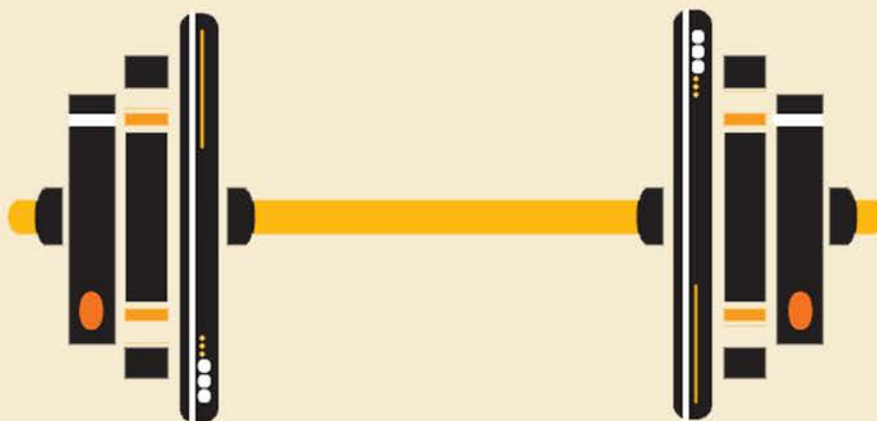
Please take the below-mentioned factors into consideration before you finally zero-in on your recommenders:

Ace Subject Professor

The prospect of getting the best evaluation is something you must not miss out on. It is a good idea to get your recommendation from a professor who has taught you subjects you were best at and can substantiate their positive opinion about you with concrete examples. If they consider you as the cream of the crop in your class, they will end up giving you genuinely appreciable comments.

Paint a holistic Picture

Try getting at least one recommendation from someone who has known you outside the classroom setting and can speak convincingly about good things pertaining to your extracurricular activities and key strengths and thus, make you sound like a cut above the rest. Admission committees are not just interested in your academic achievements, but are also looking for well-rounded individuals who can add value to the university through their versatility.



Guidelines

Guidelines for writing a Letter of Recommendation

An LOR is an “expert testimony” that projects a student’s overall personality by talking about his skills, achievements, knowledge, and personality. A recommendation letter is not restricted to the applicant’s scores and grades and is targeted towards endorsing his/her capability and character to succeed in a particular program. A gleaming LOR goes a long way in establishing one’s candidacy for a particular program. Recommendations not only validate a student’s technical and academic competence, but can also convince the committee of his/her overall preparedness for the program in terms of aptitude, attitude, adaptability, flexibility, open-mindedness and interpersonal skills.

A letter of recommendation provides insights into the student’s overall personality, which cannot be ascertained by only reviewing a student’s mark sheets or standardized test scores. Moreover, a recommendation can validate a candidate’s admissions essay and serve as an authentic validation of all the facts that the student mentions in the profile. There are two types of recommendations – Academic and Professional, and a University generally requires two to four recommendation letters.

A gleaming LOR should talk about the following aspects of the student:

- Academic/Professional skills
- Personal character and attributes
- Intellectual abilities
- Aptitudes and fortes
- Interpersonal Skills
- Validate credibility of the candidate and endorse his/her competence
- Talks about the aspirant’s accomplishments
- In some cases, talking about weaknesses to provide an objective analysis of an applicant

To conclude, recommendation letters are a crucial part of your application and are highly valued by the admission committee. By adhering to the above suggestions, you will be successful in getting decent letters of recommendation that will help you in securing admission in the university of your choice.

Action Words

Action Words

Using action words to describe your skillset adds more weightage and creates a unique flow in your LOR. Here are some examples that you can choose from :

Communication / Interpersonal Skills

Addressed	Conveyed	Formulated	Moderated	Reported
Advertised	Convinced	Furnished	Negotiated	Resolved
Arbitrated	Corresponded	Incorporated	Observed	Responded
Arranged	Debated	Influenced	Outlined	Solicited
Articulated	Defined	Interacted	Participated	Specified
Authored	Developed	Interpreted	Persuaded	Spoke
Clarified	Directed	Interviewed	Presented	Suggested
Collaborated	Discussed	Involved	Promoted	Summarized
Communicated	Drafted	Joined	Proposed	Synthesized
Composed	Edited	Judged	Publicized	Translated
Condensed	Elicited	Lectured	Reconciled	
Conferred	Enlisted	Listened	Recruited	
Consulted	Explained	Marketed	Referred	
Contracted	Expressed	Mediated	Reinforced	



Action Words

Creative Skills

Acted	Displayed	Invented
Adapted	Drew	Modeled
Began	Entertained	Modified
Combined	Established	Originated
Composed	Fashioned	Performed
Conceptualized	Formulated	Photographed
Condensed	Founded	Planned
Created	Illustrated	Revised
Customized	Initiated	Revitalized
Designed	Instituted	Shaped
Developed	Integrated	Solved
Directed	Introduced	

Management / Leadership Skills

Administered	Converted	Generated	Merged	Reorganized
Analyzed	Coordinated	Handled	Motivated	Replaced
Appointed	Decided	Headed	Navigated	Restored
Approved	Delegated	Hired	Organized	Reviewed
Assigned	Developed	Hosted	Originated	Scheduled
Attained	Directed	Improved	Overhauled	Secured
Authorized	Eliminated	Incorporated	Oversaw	Selected
Chaired	Emphasized	Increased	Strengthened	Streamlined
Considered	Enforced	Initiated	Presided	Planned
Consolidated	Enhanced	Inspected	Prioritized	Supervised
Contracted	Established	Instituted	Produced	Terminated
Controlled	Executed	Managed	Recommend	

Phrases

Examples of Phrases That Can Be Used to Introduce the Prospective Student:

- am happy to support him as a candidate
- am pleased to provide a reference for
- am pleased to write a character reference for
- am delighted to be called upon
- am pleased to write an endorsement for
- am happy to recommend
- am pleased to comment on
- can offer only the highest recommendation for
- first became acquainted with
- first came to my attention when

Examples of Phrases that can be incorporated in the Body of an LOR:

- a creative problem-solver
- always cheerful and dependable
- always met his deadlines
- always behaved professionally
- among her significant contributions to the company are
- displays a broad range of skills
- can attest to his integrity
- pays careful attention to detail
- comments are well thought out and clearly articulated
- communicates her ideas clearly

Example of phrases that can be included in concluding paragraphs:

- an asset to the university
- give my unqualified recommendation for
- has my highest recommendation
- I have no reservations in recommending
- hope this information proves helpful
- if I can further assist
- if you have further questions

Sample 1

SAMPLE LOR FOR MS IN CS CMU

With this professional recommendation letter, a student with 70% academics and 318 GRE score got into the Master's in Computer Science at Carnegie Mellon University.

Dear Graduate School Admissions Office Management,

It is my pleasure to write this letter in support of _____. _____ is one of the most creative, intelligent and capable individuals I have had the good fortune to work with and know. I have no hesitation in enthusiastically recommending _____ for the Master's program in Computer Science. I am convinced that she would excel in this program and be a true asset to your University.

I have known _____ for the past 2 years. I was her Supervisor for two summer internships at our branch office in India. _____ was recruited on the basis of her excellent academic record and the results of general aptitude test followed by personal interview sessions. _____ impresses me in a number of areas and it is her combination of technical skills, talents, drive and desire that convince me that she will be successful in the Master's Program. To start, she is extremely creative and articulate and one of the most intelligent individuals I have ever worked with. She is a very quick learner, has excellent research skills, and has the ability to focus intensely on demanding tasks.

_____ worked in our testing group chartered with automating all phases of Voice Over IP Telephony systems testing. She was very creative in developing an automated solution for analog signal testing of IP PBX systems. It was _____ determination and persistence that enabled reduction in test time per unit by 50% by removing all manual testing aspects and adding automated report generation. _____ had the ability to relate to each group and tailor her communication style to each groups' needs. _____ was very instrumental in working with the Engineering group to design a real-time trunk monitoring tool using Visual C++. It was _____'s initiative and desire that enabled us to develop one-touch comprehensive regression testing solution. _____ is a wonderful and talented technologist and her ability to translate abstract ideas into meaningful system components was truly invaluable.

Early on I was very impressed with _____'s knowledge of system architecture and technical understanding of IP networking. _____ recognized the need and responsibility to design and build automated testing solution that replaced broken and unreliable testing sequences. _____'s creativity, technical abilities and commitment to implement the best possible solution enabled her to achieve significant results within short time.

_____ clearly has the skills and talents necessary to succeed in this Master's program, but I think it's her genuine interest in and passion for computer science and desire to improve human life with software applications that will enable her to excel. _____ has always impressed me with her recognition of the need for and her desire to design computer applications of the next generation.

To conclude, I have no doubts that _____ will excel in Masters programs in Computer Science and recommend her highly. I think she will make a great contribution to your school and I'm looking forward to seeing and experiencing the contributions she will make in the field of Computer Science. Please feel free to contact me if you have any questions regarding this recommendation.

Sincerely,

Mr. _____
Director of Software Development
_____ Company

Sample 2

SAMPLE LOR FOR MS IN MECHANICAL ENGINEERING COLUMBIA UNIVERSITY

This is a letter of recommendation by a professor for a student who got into COLUMBIA UNIVERSITY for MS in Mechanical Engineering.

I am pleased to recommend _____ for the Master's Program in your university. I have known _____ for the past three years teaching him courses in Applied Thermodynamics (Semester 3), Thermal Engineering (Semester 4) and Fluid Mechanics (Semester 5). I have also supervised his laboratory work for these subjects. During this time, I have had interactions with _____ on an academic and personal level. What struck me instantly was his commitment to his work and his desire to achieve excellence in whatever he undertakes.

_____ has always been an active participant in classroom discussions and has excelled in all the subjects that I have taught, constantly securing above 85 percent. He always submitted his assignments and project reports well before deadlines and he was completely focused with a keen interest in the practical application of the subject. His habit of relating everything taught in class with the everyday applications has strengthened his foundation. Hence, his knowledge of the subjects of Applied thermodynamics, Fluid Mechanics and Fluid Dynamics is thorough.

Other than the stipulated work in class, _____ has taken up several other initiatives and excelled in them. He is currently working on a project for the testing and enhancement of an earth air tunnel installed in our college campus. Along with two of his classmates, he is doing the necessary research required to make the project a success. They are successfully working towards achieving a system which is entirely electricity-free and is also eco-friendly. His work on this project highlights his thorough knowledge in the subjects of fluid mechanics, heat-mass transfer etc.

Doing well academically has not limited his involvement in extra curricular activities. He has successfully been part of the student council as the cultural secretary of the college and has represented college and organized events and festivals exceptionally well. He is also an excellent sportsman representing the college in sports like Cricket and Volleyball.

I believe that _____ strong grip on the subjects such as fluid mechanics, thermodynamics and heat-mass transfer will hold him in a good stead. He has spoken to me in detail about his plans to pursue an MS in Mechanical Engineering with a Concentration in Energy Systems and I believe he has the required knowledge and skill set to excel in this course. Also his well-rounded personality as a result of the variety of his experiences as the cultural secretary of the college will make him an asset to your university. He will do well in this course and will blend well into the new environment. Hence, I strongly recommend him for admission into your university.

Regards,

Mr. _____
Senior Professor
College Name

Sample 3

SAMPLE LOR FOR MBA in USA

This is a professional letter of recommendation for a student aspiring to pursue MBA in USA.

It gives me immense pleasure to recommend Mr. _____ who plans to pursue an MBA at your esteemed university. As the Manager (Software), I am responsible for telecom software at Freescale – a world leader of PowerPC processors, with revenues in excess of 5 billion dollars. I have known him a period of more than 8 years (2003 – 2011). He has been working for Freescale and reporting to me since December 2009. _____ is responsible for leading the solution for integrating acceleration architecture over Freescale's new software platform (USDPA) for the project – LTE-L2.

In this project, his team worked on inputs they received from the multicore teams at US and India. It was a challenge to deal with those teams due to multiple reasons such as communication gap, time zone differences etc. However, _____ gained support of those teams through personal credibility, negotiation, and suaveness as he made connections across the organization. By engaging the employees, he leads from the front, which is a huge reflection of his leadership potential.

In the same project, he has also shown tremendous maturity in dealing with other issues. I remember – there were complex enablement issues for the team in India, as the team was facing difficulties while understanding several hardware/software modules, namely Queuing and Buffering Frameworks. He took the initiative to learn, and subsequently train the team members. At the same time, he invested energy in ensuring that the deliverables were robust.

Due to his systematic approach, I often take his help while evaluating technologies. Additionally, _____ has rolled out multiple tools (ex. simulators) for the team. He has independently been able to understand and roll out tools & technologies as he can anticipate problems and accordingly take actions to resolve them. In my opinion the dual capability to foresee the issues and take corrective actions is truly remarkable. When we were starting the project, there were multiple issues with respect to the operating environment and lab infrastructure. He did not get fazed by any of the problems and sorted out all the issues with the IT department thr proper statistics and benchmarking. I would also like to mention one of his improvement areas – He needs to improve the ability to successfully delegate & divide the work.

In spite of his busy work schedule, he took an opportunity to organize the monthly event at Freescale, an event that provides a welcome relief to the entire Freescale community. On a personal front, he is quite open to criticism and recovers quickly in the face of rejection and failure. He is also a man of strong ethical values, which he applies in his day-to-day office life and personal life. I am positive that he will continue to show such behaviour at business also.

A few weeks back, he revealed his intentions to pursue a management course. Though I will miss him, but I wish him good luck and I recommend his candidature strongly.

Regards,

Mr. _____
Designation
Company Name

Sample 4

SAMPLE LOR FOR MS IN CS AT VIRGINIA TECH

This is a letter of recommendation by a professor for a student with 54% academics and GRE score 310 got into Masters in Computer Science in USA.

To Whom It May Concern:

I am pleased to recommend Mr. _____ for an MS in Computer Science at your esteemed university. He has been my student for the past four semesters and I have taught him Data Structures, Analysis of Algorithms, Computer Networks and Computer Graphics. He definitely is a fine student, in terms of aptitude, hard work and motivation.

An intelligent, sincere and conscientious student, Mr. _____ has maintained a good academic record in my courses. He has been among the few students who completed their assignments before time with optimal results. His performance can be attributed to his clear concepts and strong fundamentals, which have always enabled him to grasp new ideas and topics with relative ease. Data Structures and Sorting and Searching are important tools which form the foundation of programming languages and he handled these concepts quite well. Mr. _____ comes up with innovative ways of applying his concepts as he did while doing a project in third year based on Distributed Computing.

Mr. _____ has also been an extremely active component of the technical scene in college. He was part of the team that created a software for 'Solving a system of Linear Equations—A Distributed Approach' using C++. He has also participated in Coding competitions in the annual CSI technical festival of DJ Sanghvi College of engineering where he was placed second. He also represented our college in a Technical Quiz Competition held at Vidyavardhini College of Engineering and was placed first making our college proud. Besides organizing various events he has been active on the sports front winning a second place in Table Tennis held at K.J Somaya College of Engineering.

Although he fell seriously ill in the second year of his undergraduate studies, he worked really hard and cleared all oral and written examinations. His will and determination was clearly reflected by his ability to attend the exams even though he was suffering from excruciating back pain. In fact, I will always remember that he appeared for the exams with a strap on belt that supported his back. Such commitment, I feel, will help him surpass all expectations set forth by your institution for an incoming student.

Always an independent thinker seeking to learn more, he has shown great promise by venturing beyond the scope of the subject syllabi. He keeps himself abreast with the latest developments and goes through various technical literature which was evident from the technical discussions and interviews that I have had with him. His leadership qualities are extremely impressive, having founded and single-handedly managed a technical festival event, Mock GRE/CAT, which spanned two days and met with profuse student enthusiasm and appreciation.

A student who believes in performing to the best of his ability, Mr. _____ will work very hard towards the fulfilment of any responsibility that he undertakes. His zest to constantly be on the learning path and his time-management abilities will surely take him a long way. I strongly recommend him for admission to your college for graduate studies.

Regards,

Mr. _____
Professor
College Name

Testimonials

Rishikesh Muchhala

*Indiana University
Bloomington - MIS (2015)*

The amount of help Jimeet sir provided was pretty satisfactory, right from selecting the university suitable to my profile, Drafting sop, lor along with visa interview preparation. I would definitely recommend it to my friends. Thank you for such a wonderful experience.

Jheel Doshi

University of Maryland College Park - MIS (2015)

Team Collegepond was always available whenever I needed them and they provided excellent guidance during all the stages of the entire application process, right from university selection to visa. They have always provided comprehensive guidance.

Pranav Ranawat

Savannah College of Art and Design - MFA in Industrial Design (2015)

It has been a very helpful experience in terms of selecting the right career for me, drafting the resume, LOR and SOP. Also, the mock visa interviews have been very helpful. Neha, Jimeet and Suraj were always available to help. Thank you for the entire experience, it has been a great ride with you all. I would recommend Collegepond to all the students who wish to apply abroad.

Savita Yelamanchili

University of Michigan Ann Arbor - MS in Electrical Engineering (2015)

Collegepond has guided me throughout the journey of university selection, filling application forms, drafting SOP, LOR and resume and also the Visa process. Overall I had a good experience. I would like to thank the entire team for being so friendly and supportive!

Testimonials

Aanchal Shah

University of Rochester - MS in Business Analytics (2015)

My experience with collegepond has been excellent. The seminars organized by them were very helpful. They were supportive and always there at every step right from preparing for GRE, TOEFL to the application process and also till we headed for departure. They continue helping even after you land. A very big thank you to Jimeet, Suraj, Amrita, Neha and the entire Collegepond team.

Akshay Bhatt

San Jose State University - MS in Software Engineering (2015)

Collegepond has been really helpful with SOP, LOR and Resume building along with university selection and visa interview preparations. The mock visas interviews were very helpful. All the seminars conducted were well organized and comprehensive. With their help, everything went smooth and systematically. The entire team is very helpful and excellent. They are best at their work!

Mayuri Bastikar

Rutgers University New Brunswick - MS in Human Resources (2015)

Collegepond guides you through the entire process systematically and does not make it seem so daunting like everyone else actually believes it to be. SOP, resume and LOP build up was very good. It helped me enhance my profile more. Jimeet and Suraj Sir were easily available whenever I needed them. Overall I had a good experience with Collegepond and I would surely advice all my juniors to join them for counselling.

Varun Kelkar

Arizona State University - MS in Chemical Engineering (2015)

My experience with Collegepond was really good. Very helpful. Assisting on almost everything as many times u ask them. Apt guidance on SOP, LOR, and other stuff and not complete spoon feeding making you think too about what should be included and what not to.

Feedback

Collegepond is a company whose primary motive is to help students achieve their potential, crack the competitive exams and guide them in the application process for various courses across the globe and eventually make it big.

Feedback for Counselling & GRE Services

Counsellor Availability	★★★★★	4.12
Career Counselling	★★★★★	4.22
Financial Counselling	★★★★★	4.27
Seminars	★★★★★	4.33
University Selection	★★★★★	4.34
Resume Preparation	★★★★★	4.35
Application Counselling	★★★★★	4.38
Recommendation Preparation	★★★★★	4.43
Statement of Purpose	★★★★★	4.58
Overall Ratings	★★★★★	4.60

★★★★★	4.61	Overall Services
★★★★★	4.77	Availability and Accessibility
★★★★★	4.37	Lecture Content & Style
★★★★★	4.37	Branch Locations
★★★★★	4.36	QS via Facebook, Twitter, Gmail
★★★★★	4.56	Teaching & Methodology
★★★★★	4.66	Doubt Solving
★★★★★	4.52	Essay Checking
★★★★★	4.95	Cover up of missed lectures

Feedback for GRE & TOEFL

Feedback

Our student feedback has been quite encouraging with 98% of the students indicating that they are satisfied with the counselling services and would categorically and wholeheartedly recommend Collegepond to their peers!

We have successfully placed our students in the world's creme de la creme universities. Some of them are:



VirginiaTech



Berkeley
UNIVERSITY OF CALIFORNIA



Cornell University



KELLEY
SCHOOL OF BUSINESS



University of Colorado
Boulder

PURDUE
UNIVERSITY



**Carnegie
Mellon
University**



ILLINOIS
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN



Columbia Business School



TEXAS
The University of Texas at Austin



TEXAS A&M
UNIVERSITY

Services

1

Career & School Selection

Students are prone to following a herd mentality and tend to overlook their strengths and weaknesses. Collegepond works with each student to determine their student's forte, dreams and aspirations and accordingly recommends career opportunities suitable for them.

2

Assistance in building credentials

An impressive credential is indispensable to the selection process and Collegepond aids its students in putting their best foot forward, magnifying their academic achievements and amplifying their leadership skills in extracurricular activities.

3

Visa Counselling

Collegepond brings your dream of studying abroad to fruition by helping you cross the last hurdle with ease and equanimity through our professional Visa counselling and mock interviews. We boast of 99% success rate in helping students acquire a student visa.

4

Test Preparation Coaching

Our test prep classes are designed by industry experts who know the secret to cracking standardized exams like GRE, TOEFL, GMAT and IELTS. Our effective teaching methodology coupled with personalized and flexible coaching makes the preparation experience enjoyable and enriching.

5

Essay and application assistance

The essays and recommendations is an opportunity to showcase and market yourselves to the Admissions Committee. Collegepond assists students in writing personal statements, scholarship essays, leadership essays and also modify them according to different schools' requirements.

6

Financial planning

Collegepond conducts free in-house seminars from time to time for its students & parents to help them ease out their financial worries. We not only go through your documents at every stage, but also smoothen the process by providing you with best tie ups.

Contact



www.collegepond.com

Mail us at
info@collegepond.com