何渭推荐信？

RL到底是一个什么样的文件？

推荐者以第三人称，客观的角度

介绍申请人的科研能力、学术水平、 组织能力、领导能力和性格特点等。

RL作用是？

好的推荐信可以提高学生申请成功的概率！

推荐信写作原则

原则一：official structure

- 标准、完整的信件格式

- 开头、结尾以及落款

300-500字即可

推荐信写作原则

原则二：The One-Minute Rule

☐ 一分钟吸引读者的注意力

☐ 保持简洁，内容相关

☐ 展现申请人的潜力

推荐信写作原则

原则三：Be concrete, detailed and storied

- 完整地描述这个学生，以及他/她所取得的成就

- 用事实和事例来支持你的观点

希望是比较细致的成就描述，不用老写细节，对方没时间看

推荐信写作原则

例如：科研导师

- 项目的重要程度
- 你的主要贡献
- 项目的结果
- 发表的论文
- 突出你的作用

推荐信写作原则

学术课程导师

- 整体课堂表现
- 专业知识的理解或课下作业的完成情况
- 成绩/分数的含金量
- 其他亮眼的表现/贡献

School

推荐信写作原则

实习或者工作

- 实习或者工作期间整体的表现
- 主要负责的工作内容以及成果
- 学习能力/解决问题的能力
- 实践或者运用知识的能力

不要特别繁琐，突出解决问题和内容能力，有数据的拿数据

推荐信写作原则

课外活动导师或者导员

- 活动期间整体的表现

- 如有专业相关的能力一定要体现

- 各种软性能力

有突出一条线，比如组织能力还是其他的能力

推荐信写作原则

原则四：Be well-matched

☐ 展现与申请专业相关的能力和品质

☐ 三封推荐信相得益彰

终极

最好凸显不同优势和风格，不要千篇一律

Questions?

 确定申请专业之后如何选择推荐人？1 or 2 or 3?

 推荐人的职位是越高越好吗？

推荐信写作技巧

常见RL模块包含：

- 开头
- 正文
- 结尾

推荐信写作技巧

开头：介绍被推荐人和推荐人的**关系**和**认识时间**

示例

It is a great delight to recommend X to pursue a further study in your university. As **his teacher** of Mathematics course, I have known X since November, 201x and later he joined in the project-XX and I worked as **his supervisor**. Over one year, I had lots of opportunities to follow this bright young man's development into an outstanding student with **serious attitude towards study, preeminent research potential and reliable teamwork spirit.**

推荐信写作技巧

正文：介绍被推荐人的优点和长处：实例支撑

- 和申请专业相关的

- 提供细节和数据

- 举例说明被推荐人的特性和品质

点面结合法

示例

X successfully joined in my company in July 2018 after she passed a rigorous process of selection. The interns we recruit are required to arm with strong **mathematical theory, computer software application, fundamental finance theory and good practical skills**. X performed very well in these three aspects and in the interview. Within one week, she has showed high working efficiency. She was assigned to **summarize indicators of 295 products (worth 12 billion 195 million dollars) and excellently completed four monthly reports in two days.**

It goes without saying that X excels in computer programming and can adopt readable language to implement grand complications. To increase the work efficiency, she took the initiative to **write VBA successfully to achieve the automation of data extraction and calculation.** These VBA greatly save more time for us. More importantly, considering the complexity of VBA usage, **X was so considerate to apply the simple programming language and specify the process to ensure everyone to utilize it quickly and smoothly.** All the colleagues in our department and other departments highly appreciated her enormous contribution to our work.

商业分析最好体现数据处理能力

成果性东西写的好点

推荐信写作技巧

结尾：总结/表明态度，**极力推荐**/保留推荐等

示例

Therefore, I wholeheartedly recommend such a well-qualified candidate to you and hope your favorable admission on her application. I express strong wish that she can come back to our company upon graduation from your institution and continue working with me. Please feel free to contact me if you have any questions.

推荐信写作注意事项

1. 注意写作逻辑性

站在推荐人的角度，基于跟学生的关系，保证逻辑合理；
不可能知道或了解的特质或者事例，请勿提及。

2. 保持真实性

要有具体事例，避免堆砌泛泛的赞美之词。

推荐信写作注意事项

3. 确保适度性

客观评价被推荐人的成就，避免赞美过度。

4. 保证差异性

转换语言风格和思维角度，增加推荐可信度。

青锐留学 杨小林老师 17316218640

网推

How long and under what circumstances have you known the applicant?

How would you rate the applicant within his/her/their peer group in regards to the following categories:

Integrity

Among the best encountered in my career
Upper 10%
Upper 25%
Upper half
Lower half
Unable to judge

Leadership Potential

Among the best encountered in my career
Upper 10%
Upper 25%
Upper half
Lower half
Unable to judge

has not yet been **submitted.** If you have completed your recommendation and would like to submit it now, **click here** to scroll to the bottom of the submission page and then click the "**Submit**" button.

MIT推荐信能查到浏览IP地址，所以最好是在办公室不同电脑上，千万不能在网申系统同一个IP地址，面试时问起来，十分尴尬，根本解释不清楚。最好不要有转发的链接，直接到推荐信人邮箱，部分学校转发的，不识别，而且对方学校知道发的，

Communication Skills

Among the best encountered in my career
Upper 10%
Upper 25%
Upper half
Lower half
Unable to judge

I _____ that this applicant be admitted to Brandeis International Business School.

strongly recommend
recommend
recommend with reservations
do not recommend

网推

Please share your thoughts on the applicant's candidacy for admission to our graduate program.

You may elect to discuss the applicant's:

- strengths, and areas for improvement
- contributions as a team member
- motivation and drive
- potential for success in their chosen field/area

Please feel free to supply any additional information about the applicant which you think would be useful to the Admissions Committee.

选择文件 未选择任何文件

Or, type or copy-and-paste your document here:

青锐留学 杨小林老师 17316218640

课程总结

RL的作用
侧面塑造形象，提升录取率

用实例来支持内容
内容要具体、有细节、有例子

结构完整规范
信件格式，内容排版要重视

内容要全面且互补
选择多样化的角度

"一分钟"原则
主次分明，重点突出，快速抓住对方的眼球

逻辑、真实、适度、差异
站在教授的角度来真实评价

MBA推荐信很麻烦，问的内容很细致

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