

# Graduate Application Workshop

## Outline

- Overview and Timeline
- GRE, TOEFL & GPA
- SOP/PS & CV
- Recommendation Letter
- Special Notes

## Overview and Timeline

- Recommendation letter: Sophomore year
- GRE/TOEFL: Summer between Junior and Senior
- SOP: Summer between Junior and Senior
- CV/PS: Senior year fall semester

## GRE and TOEFL

- GRE Engineering Score: 170/155/3.5
- TOEFL: 105+ (25+ for each section)
- GPA: 3.7+ (A level equivalent)

# PS(SOP)与CV写作

2015/4/11 SJTU-AA经验分享会



**E-mail:**

[micw@umich.edu](mailto:micw@umich.edu)

I wish to pursue a degree in Child and Family Studies, an arena that looks at children not just from the view of biological and psychological growth but also in terms of how their environments affect their development.

# PS? SOP?

	Statement of Purpose	Personal Statement
申请必要材料?	必要	根据地区与学校不同，要求也不同。 一般MI与CA的学校要求较多
我要写些什么?	一般为学术成就和兴趣	一般为学术话题之外，如家庭背景、 经济、文化、民族话题
文章要写多长?	不同学校要求不同，一般 一页半到两页	不同学校要求不同，一般不要超过 一页
重要性有多少?	比较重要	(听说不那么重要，不要写的让人认 为你有人格缺陷就好)
可否重复使用?	大部分可以在学校间重复 使用；需更改“吹捧学校” 的部分	重复使用时候需小心，因为每个学校 要求回答的问题可能不一样

# SOP写作

1. 介绍自己、自己的兴趣和动力
2. 介绍自己本科时的成就，包括科研经历（不管有没有发表过文章）、重要的课堂报告、毕业设计项目（如果已经做过）
3. 如果你做过实习并且这个实习与你的申请项目有关，写进SOP里面
4. 可以简述某个老师对你的影响或者他说过的话
5. 具体介绍对某个学校某个系的兴趣（分学校不同，这里要写不同的东西）。如果跟某个教授已经有联系了，别忘了提一下
6. 显示自己的激情和对研究生生活的向往；表示自己能按时完成学习计划

# SOP写作

?

I am applying to the Master of Engineering program in electrical engineering at the University of Michigan because I believe my engineering skills will blossom at your program since it is a place where I will be challenged and I can hone my electrical engineering skills.



# SOP写作

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I am applying to the Master of Engineering program in electrical engineering at the University of Michigan because I believe my engineering skills will blossom at your program since it is a place where I will be challenged and I can hone my electrical engineering skills.

!

他们知道你在申他们这个项目  
招生人员们可是对自己的项目有信心的  
EE这个项目当然是提升电子工程的水平了!

# SOP写作

?

I began to accumulate my interest in electrical engineering since I was in my first year of college study. I luckily had the chance to witness some of the top circuit manufacturers. So I had a love affair in digital circuit system design after this day. I feel joyful everyday with the company of circuit boards, although I am majoring in business.

# SOP写作

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!

**全部第一人称 “I” 看起来像在写日记**

**不要使用名词串**

**小心此类连词开头不成一句的语法错误**

# SOP写作

It was a surprise how much fascination fluid mechanics has brought into my life. I would probably never know the existence of gas embolotherapy, which is a potential treatment for cancer using selective vaporization of perfluorocarbon droplets at tumor sites to occlude bloodstream. Using the neck size of intracranial aneurysms as a predictor, the physician can selectively recommend endovascular treatment methods and reduce the chance of rupture according to drastic differences in flow profiles for different neck sizes. I feel that, by studying fluid mechanics and biotransport, I can really save lives.

# 注意事项！

√:

突出自己跟别人不一样的地方

适当吹捧自己的成就

如果受到过有学校记录的处分，需要解释和描述

×:

口气过大，例如“你不录我是你们的损失”

语法错误

用“我从小时候就对什么感兴趣”开头（现在使用的过于频繁）

把学校名字拼错或者写错

# **Curriculum Vita (CV)**

**显示自己姿势水平的一份文档**

**长度：不限，但本科毕业生一般不会超过两页**

**内容：**

**Education**

**Experience**

**Grants/Publications**

**Course Projects （如果重要）**

**Professional Services/Organizations**

**Other （可以包含语言、得奖情况、其他技能等）**

# CV格式

看起来要简洁明了，行距可以稍大  
字体尽量正式一点，并且要好阅读

√: Times New Roman, **Book Antiqua**, Garamond,  
Calibri

×: *Comic Sans*, ***Forte***, Old English

不需要贴上自己的照片

不要贴任何剪贴画！

# Tom Brady?

**Con: Wastes space by including two addresses.**

Current Address: [Redacted]  
Permanent Address: [Redacted]

Thomas E. Brady, Jr.

**EDUCATION**

UNIVERSITY OF MICHIGAN, Ann Arbor, MI  
College of Literature Science and the Arts

- Bachelor of General Studies, December 1999
- Emphasis in Business and Psychology; GPA 3.3/4.0
- Academic Achievement Honors for 1996, 1997, 1998
- Awarded Academic All-Big Ten for Football 1998

**Pro: He lists his education and academic achievements at the very top.**

**Con: He includes his GPA, which is below a 3.8.**

**EXPERIENCE**

Summer 1999 MERRILL LYNCH, Ann Arbor, MI  
Summer 1998 Intern

- Assistant to Senior Sales Broker
- Exposed to upper-level management and company strategy
- Programmed inventory control and reporting systems for clientele
- Researched stock and mutual fund reports while updating client portfolios
- Gained knowledge of broker activity and day to day administrative duties

**Pro: He lists his work experience in reverse chronological order.**

Summer 1999 UNIVERSITY OF MICHIGAN GOLF COURSE, Ann Arbor, MI  
Sales Representative; Assistant Clubhouse Manager

- Worked with Course Superintendent while overseeing daily operations
- Monitored clubhouse activity and the sale of golf shop merchandise

Summer 1998 POLO FIELDS GOLF AND COUNTRY CLUB, Jackson, MI  
Sales Representative; Course Ranger; Starter

- Developed interpersonal skills and exemplified flexibility in order to better serve club members
- Gained invaluable experience working under club professionals regarding

**Con: No professional summary.**

**Pro: Explains his responsibilities using action-oriented verbs.**



# **CV不需要：**

**性别**

**出生日期、年龄**

**婚姻状况，有没有孩子**

**种族**

**国籍**

**招工单位或者学校若在CV中强制索取这些信息，在美国是违法的！**

## Recommendation Letter

- Why do we need RLs?
- Who should we ask for effective RLs?
- How can we get high quality RLs?
- What is the procedure for submission of RLs?
- Special Notes

## Purpose

- Meet Application Requirements
  - 3 at least for most schools
  - 1 or 2 must be from faculty member of relevant field
  - can go up to 6 for most schools (maybe unlimited)
- Prove Yourself
  - Let your professors/bosses support your story in PS
  - Demonstrate your diverse background
  - Show your experience in the area of application
- Convince the Admission Officer
  - “Big Names” in the field
  - Impressive story

## Types of Authors

- Big Names in the Field (Good reputation)
  - Panel author of IEEE/ASME/etc.
  - Department head
- People You Worked With (Know you well)
  - Research professor
  - Internship supervisor
  - Course instructor who know you well
- People Who Might Help You (Extra care needed)
  - Professors who (only) know you have good grade in his class
  - Big boss of your internship

## Obtain your Recommendation Letter

- Get Involved in Research/Internship
  - Do good work
  - Impress your supervisor
  - Ask for RL before end of your research/internship **face to face**
- Impress Course Instructor
  - Get your A/A+
  - Go to OH with meaningful questions
  - Serve as a grader/IA
- Plan Early and Start Working

## Recommendation Letter Request

- Online Application
  - Start application in September for most schools
  - Ask your recommender (face to face if possible)
  - Fill out online form with recommender information
  - Waive the right to view your recommendation letter
  - Send out reminder frequently (1 every other week for more than one month from deadline, 1 per week when approaching deadline)
- Material Needed
  - Official/Unofficial Transcript
  - PS & Resume (ask recommender to help modify PS if possible)
  - Make suggestions on the area of focus

## Special Notes

- Authors
  - Familiarity  $\geq$  Reputation  $\approx$  Area Focus
  - Quality  $\geq$  Number
  - Absolutely no more than 1 RL should be written by yourself
- Request Recommendation Letter
  - Commitments are mutual
  - Professors are busy
- Material Preparation
  - Start in summer for PS & Resume
  - Present your story to the recommender first

# Q&A



Thank you!