

Draft Template for Cover Letter

[Date]

To Whom It May Concern:

I am pleased to write this letter of recommendation for **Arnav Panda** regarding his internship project, "**Chronos: Academic Meeting Scheduler**" conducted under my supervision from **June 2025 to October 2025**.

Mr. Panda successfully developed a comprehensive academic meeting scheduling system that addresses real-world challenges in Northwestern University's academic environment. The Chronos system streamlines the complex process of scheduling one-on-one meetings between students and faculty members during academic events, conferences, and advising sessions.

During this project, Mr. Panda demonstrated exceptional technical skills by designing and implementing a custom Integer Programming algorithm for optimal meeting scheduling, building a complete full-stack web application using Next.js 15, React 19, TypeScript, and PostgreSQL, and creating an intuitive multi-role interface supporting Admin, Faculty, and Student workflows with smart status transitions and bulk upload capabilities.

Mr. Panda consistently demonstrated strong analytical and problem-solving abilities, successfully delivering a production-ready system within the allocated timeframe while maintaining clear communication throughout the development process. He created comprehensive technical documentation and implemented thorough testing procedures.

The Chronos system provides significant value to Northwestern University by reducing administrative overhead in scheduling academic meetings, improving faculty-student interaction efficiency, and demonstrating practical application of computer science principles to real-world problems.

I strongly recommend Mr. Panda for any future academic or professional opportunities. His technical expertise, problem-solving abilities, and commitment to delivering high-quality solutions make him an exceptional candidate. The Chronos project exemplifies his ability to translate theoretical knowledge into practical, impactful solutions.

Should you require any additional information regarding Mr. Panda's work or this project, please do not hesitate to contact me.

Sincerely,

[Signature]

Professor Samir Khuller
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