Portland State University
Electrical & Computer Engineering
Power Engineering

-Letter of Recommendation Policy-

Students applying to graduate school or for scholarships often request letters of recommendation from their professors. When requesting such a letter, the student should ensure that they are making the request to a professor who can write with both praise and detail about the professional qualifications of the student.

Letters of recommendation take time to write well, and as such, I will not write letters for most students. Students should feel comfortable requesting a letter from me if they meet some of the following categories:

- Worked for me as a research assistant, teaching assistant, or grader.
- Earned very high grades (B+ or above) in several of my courses.
- Participated in a capstone project under my supervision and contributed significantly to the success of the capstone project.
- Contributed to the PSU ECE department power engineering community.

So that I may write an effective letter of recommendation, please provide the following:

- Courses taken with me (course number, title, term, year, and grade)
- Capstone project title, sponsor name, and description of your role in the project.
- Other engineering school projects: provide a brief discussion of projects undertaken while at PSU.
- Academic activities: list school-related activities in which you participated.
- Key traits: what are your key traits that make you well-suited for graduate school or well-qualified to receive a scholarship?
- Applicable skills: list your engineering skills (programming, management, analytical, etc.) that will make you a valuable graduate student.
- Career goals: What are your career goals? How will graduate school or a scholarship help advance your career goals?

Please note, I do not provide letters of recommendation for employment. It is rare for employers to request such letters. However, I am willing to serve as a reference for students who fit some of the aforementioned categories.

Initial _____