

## Letter of Recommendation (LOR) Template

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# Northeastern University

## College of Engineering

### (Contact Information to Send LOR)

Richard R. Harris  
Assistant Dean for Academic  
Scholarship, Mentoring, and Outreach  
220 Snell Engineering Center  
Northeastern University  
360 Huntington Avenue  
Boston, MA 02115

Month Day, Year

To Whom It May Concern:

It is my pleasure to write this letter of recommendation on behalf of ...

**(Your) Name**, how long known **(by the Recommender)**, classes (taken), facts **(about you, ex. grade/GPA, if appropriate)**...

**You should Indicate:** Class description/projects, College of Engineering program enrolled in ...

**You should Provide:** School or engineering-related activities

**You should Share:** Evidence of intellect, ingenuity, dedication

**Recommender:**

**My experience with you ...** ☺ **Recommender fills this in and revises/adds to the sections above and below**

**You should Provide evidence of varied experiences and service:** hobbies or services outside classroom – as deemed relevant or that show character, service, accomplishment, overcoming obstacles, thinking beyond individual self ...

**You should Express why you are a good fit for program/job/scholarship:** Personal traits you are known for that make you a fine candidate – why you would be interested or qualified ...etc.

**(DO NOT use 'I'; use second person perspective. Write it from the perspective of recommender)**

Please feel free to contact me at the following phone number or e-mail address if you have any questions  
617.373.5995 or bkjaeger@coe.neu.edu. **(This will be provided by Recommender)**

Sincerely,

*Beverly K. Jaeger, Ph.D.*

Beverly K. Jaeger, Ph.D. **(Name and Title of Recommender)**

Mechanical and Industrial Engineering **(Academic affiliation of Recommender)**

**NOTE: PLEASE PROVIDE MINIMUM TWO-WEEK NOTICE WITH THIS INFORMATION FOR LOR!**

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