

RECOMMENDATION LETTER(s)

A letter of recommendation is often critical to obtaining an internship or Master's Thesis Project in the industry. Written by a professor it not only highlights your academic strengths and accomplishments but also your ability to synthesize findings, cooperate and organize.

You may request a letter of recommendation if:

- you hold a minimum. **5 or more in a semester project**
- you have earned **5.5 or 6 in a mandatory or optional course***
- you have been as an assistant to a professor or worked in a laboratory

Compulsory or optional courses: you are very numerous in the course and the professor knows you well but not necessarily indicate if you had 5.5 or 6 and it shows the main themes in his course, this can be very useful for a company. The "ranking" is also useful; you are among the top 5 class, for example.

Thus, when addressing a teacher, make sure he or she:

- knows you. Provide all the necessary information: course title, Bs or Ms, your grade, when you earned it (first attempt of course and your section)
- understands that you are looking for an internship. Specify the date by which you need the requested letter of recommendation

A cautionary word:

When requesting a letter of recommendation, you are asking your professor for a favor. Therefore, it is extremely important to be courteous, polite and enthusiastic.

You will receive an email from the section with an attached document that contain all the information to give to the professor.

As soon as you receive your transcripts, you can begin the process. Exchange students may request several letters from their professors.

Professors can send the letters directly to you and you can upload them in IS Academia when applying for the internships. If the professor prefers the letter to remain confidential, the writer can send it to internships.ic@epfl.ch.