

# Graduate School Applications Overview



Muge Olgun Baytas, Ph.D.

Curriculum and Instruction

Emphasis: 1- Language, Culture, and Society 2- Early Childhood Education

Penn State University, PA, United States

Education Specialist at MEB

# Agenda

- General timeline for applying
- Resources for researching graduate programs & financial aid
- General application requirements
- Letters of recommendation
- Writing personal statements and other essays

## **Undergraduate programs**

- **TEST**
- **MEMORIZATION**
- **COMPREHENSION**
- **COMPLEX THINKING**

## **Master and PhD programs**

- **LEARNING TO  
BECOME A RESEARCHER**

# General Application Requirements

- 3.0 minimum GPA\*
- Application form
- Application fee: many universities **waive application fees** for students from underrepresented countries or those facing financial hardship.
- Official transcripts
- Test scores (GRE)
- Language Requirements
- 2-3 letters of recommendation
- Resume or CV
- Statement of purpose and other essays



# USA Graduate School Timeline (Fall 2026)

## 2024

- **September – November 2024**
  - Research programs, universities, and faculty.
  - Create a shortlist of programs and **note their deadlines**.
  - Begin preparing for standardized tests (GRE, TOEFL, IELTS, etc.).
  - Review funding options like assistantships, scholarships, or fellowships.
- **December 2024**
  - Register for standardized tests (if needed).
  - Start drafting your statement of purpose (SOP).
  - Begin creating an academic CV.



# USA Graduate School Timeline (Fall 2026)

## 2025

- **January – March 2025**
  - Take standardized tests (GRE, TOEFL, IELTS).
  - Request letters of recommendation from professors/employers.
  - **Reach out to potential advisors** at research-based programs.
  - Collect transcripts and academic documents.
- **April – June 2025**
  - Finalize your list of programs and create a timeline for each school's deadlines.
  - Continue refining your SOP and essays.
  - Check if applications open early (some open in summer).
- **July – September 2025**
  - Begin applications for programs with rolling admissions.
  - Start preparing financial documents for funding and visa purposes.
  - Arrange for test scores to be sent to universities.
- **October – December 2025**
  - **Submit applications (many deadlines fall between December 1–15).**
  - Track submission confirmations and additional requests from universities.
  - Apply for external funding opportunities (e.g., Fulbright)



# USA Graduate School Timeline (Fall 2026)

2026

- **January – March 2026**
  - Wait for admission decisions (many are released in February/March).
  - Attend interviews if required.
  - Begin researching visa processes and housing options.
- **April – June 2026**
  - Confirm your acceptance and notify programs.
  - Apply for a student visa (F-1 or J-1).
  - Make travel and housing arrangements.
- **July – August 2026**
  - Prepare for your move (health insurance, packing, etc.).
  - Attend pre-departure orientations, if available.
- **September 2026**
  - Begin your graduate program!



# Europe Graduate School Timeline (Fall 2026)

2024

- **September – November 2024**
  - Research European programs, universities, and scholarships (e.g., Erasmus Mundus, DAAD).
  - Begin preparing for language tests (IELTS, TOEFL, or country-specific).
  - **Note application deadlines (they vary by country and program).**
- **December 2024**
  - Draft your CV and motivation letter.
  - Familiarize yourself with online application platforms (e.g., Uni-Assist for Germany).





# Europe Graduate School Timeline (Fall 2026)

2025

- **January – March 2025**
  - Take required tests (IELTS/TOEFL).
  - Begin reaching out to professors or program coordinators, if applicable.
  - Gather transcripts and academic records (translated, if necessary).
- **April – June 2025**
  - Apply for Erasmus Mundus scholarships (deadlines are often in early spring).
  - Finalize your program list and application materials.
  - Confirm application portals or specific country processes.
- **July – September 2025**
  - Begin submitting applications (deadlines vary but many start in summer).
  - Apply for scholarships.
  - Research visa requirements for your destination.
- **October – December 2025**
  - Submit the remaining applications (European deadlines can range from late autumn to early spring).
  - Track confirmation emails and prepare for interviews if needed.





# Researching Programs

- General websites:
  - [GradSchools.com](https://www.gradschools.com)
  - [Peterson's Graduate Schools](https://www.petersons.com/graduate-schools)
  - [US News, Best Graduate Schools](https://www.usnews.com/education/best-graduate-schools)
- University and graduate program websites
- Information sessions
- Informational interviews/LinkedIn



# How to Organize Your Grad School Applications

<b>Personal Ranking</b>	<b>Institutional Type</b>	<b>Degree &amp; Program of Interest</b>	<b>List one-three professors who you are interested in working with and why?</b>	<b>List one aspect of the program curriculum that you are interested in.</b>	<b>List any funding or work opportunities.</b>	<b>List any required standardized test(s).</b>
Top 3-4 schools, middle 3-4 schools, bottom 3-4 schools	Penn State University, large public, northeast, urban	MEd School Counseling, Phd in Curriculum and Instruction	Dr. Gail Boldt, focus on Language Development in ECE	Specific courses, concentrations or program tracks, terminal Master's offered, required practical experiences, opportunity to work, opportunity to conduct research in the lab	Internships, graduate assistantships, teaching assistantships, fellowships, research assistantships, scholarships.	GRE General Test (optional), TOEFL, one article.

# How to Organize Your Grad School Applications

Education degrees vary based on focus and career goals:

**1. M.Ed. (Master of Education):**

A postgraduate degree designed for teachers and educators focusing on practical skills for classroom teaching, curriculum development, or school leadership.

**2. M.A./M.S. in Education:**

These degrees (Master of Arts or Master of Science) emphasize education theory, research, and policy, often preparing students for academic or research-oriented roles.

**3. Ed.D. (Doctor of Education):**

A professional doctorate focusing on applying research to solve real-world problems in educational leadership, administration, or policy.

**4. Ph.D. in Education:**

A research-based doctorate aimed at advancing knowledge through original research, preparing graduates for academic, research, or high-level consultancy roles.



# Researching Financial Aid in the USA

## 1. Scholarships and Fellowships

- **Fulbright Foreign Student Program:** Provides funding for tuition, living expenses, and more. Country-specific eligibility criteria.
- **Joint Japan/World Bank Graduate Scholarship Program:** For students from developing countries pursuing development-related programs.
- **AAUW International Fellowships:** For women pursuing graduate or postgraduate studies in the USA.
- **Rotary Foundation Global Grant:** Funds graduate-level coursework or research related to Rotary's focus areas.
- **On-Campus Scholarships:** Check each university for merit-based or need-based scholarships offered to international students.
- **YLSY Scholarship:** YLSY (Milli Eğitim Bakanlığı Yurtdışı Lisansüstü Eğitim Bursu) is a scholarship program funded by the Turkish Ministry of National Education (MEB).



# Researching Financial Aid

## 2. Assistantships (Work Opportunities)

- **Teaching Assistantships (TAs):** Graduate students assist professors with teaching in exchange for tuition waivers and stipends.
- **Research Assistantships (RAs):** Students work on faculty-led research projects, typically in STEM and social sciences.
- **Graduate Assistantships (GAs):** Provide general support within departments (e.g., administrative tasks) with funding.

## 3. External Scholarships by Foundations

- **Ford Foundation Fellowships:** For students from historically underrepresented groups.
- **Open Society Foundation Scholarships:** For students working on global social issues.



# Researching Financial Aid

## 4. University-Specific Aid

- Many U.S. universities offer full or partial funding for international students. Examples:
  - **Harvard Graduate School of Arts and Sciences Fellowships**
  - **Stanford Knight-Hennessy Scholars Program**
  - **Yale Graduate School Fellowships**





# Researching Financial Aid in Europe

## 1. EU-Funded Scholarships

- **Erasmus Mundus Joint Master Degrees (EMJMD):** Fully-funded scholarships for select master's programs across multiple European universities.
- **Marie Skłodowska-Curie Actions (MSCA):** Funding for doctoral research within the EU.

## 2. University-Specific Scholarships

- Check funding opportunities at specific universities (e.g., ETH Zurich Excellence Scholarship, University of Helsinki Scholarships).

## 3. External Scholarships

- **Wellcome Trust Grants (UK):** For students in health-related research fields.
- **Open Society Foundation Scholarships:** Available across Europe.



# Researching Financial Aid in Europe

## 4. Part-Time Work Opportunities

- Many European countries allow students to work part-time during their studies to cover living expenses.



# Researching Financial Aid in Europe

## 5. Country-Specific Scholarships

- **Germany:**
  - **DAAD Scholarships:** Fully funded scholarships for various disciplines.
  - **Deutschlandstipendium:** Merit-based scholarships for both German and international students.
- **France:**
  - **Eiffel Excellence Scholarship:** For master's and PhD programs in key disciplines.
- **Netherlands:**
  - **Holland Scholarship:** For non-EU students pursuing a master's degree.
- **UK:**
  - **Chevening Scholarships:** Fully funded scholarships for leadership-driven candidates.
  - **Commonwealth Scholarships:** For students from Commonwealth countries.
- **Sweden:**
  - **Swedish Institute Scholarships:** Covers tuition, living



# Application Components

## United States:

1. **Curriculum Vitae (CV):** Includes academic, research, teaching, and volunteering details.
2. **Statement of Purpose:** Tailored to explain specific goals and contributions.
3. **Recommendation Letters:** Usually from 3 individuals familiar with academic and research performance.
4. **Transcripts:** Comprehensive with emphasis on major courses.
5. **Standardized Tests:** GRE or specialized tests like LSAT, MCAT (as applicable).
6. **Language Proficiency:** TOEFL, IELTS, or other proof of English/German/French proficiency.

## Europe:

1. **CV/Europass:** Structured to meet EU standards, emphasizing academic and work history.
2. **Motivation Letter:** Clear focus on academic motivations and career plans.
3. **Recommendation Letters:** Typically from thesis advisors or academic supervisors.
4. **Transcripts:** Focused on Bachelor's/Master's relevance to the program applied for.
5. **Language Proficiency:** TOEFL, IELTS, or other proof of English/German/French proficiency.

# Key Factors Admissions Committees Look For

## United States:

- **Academic Background:** High GPA, relevant coursework, strong academic standing.
- **Research Experience:** Independent projects, internships, co-authoring publications.
- **Personal Statement:** Unique experiences and alignment with program goals.
- **Program Fit:** Matching interests with faculty research and program offerings.
- **Extracurricular Involvement:** Leadership roles, community engagement, teaching.

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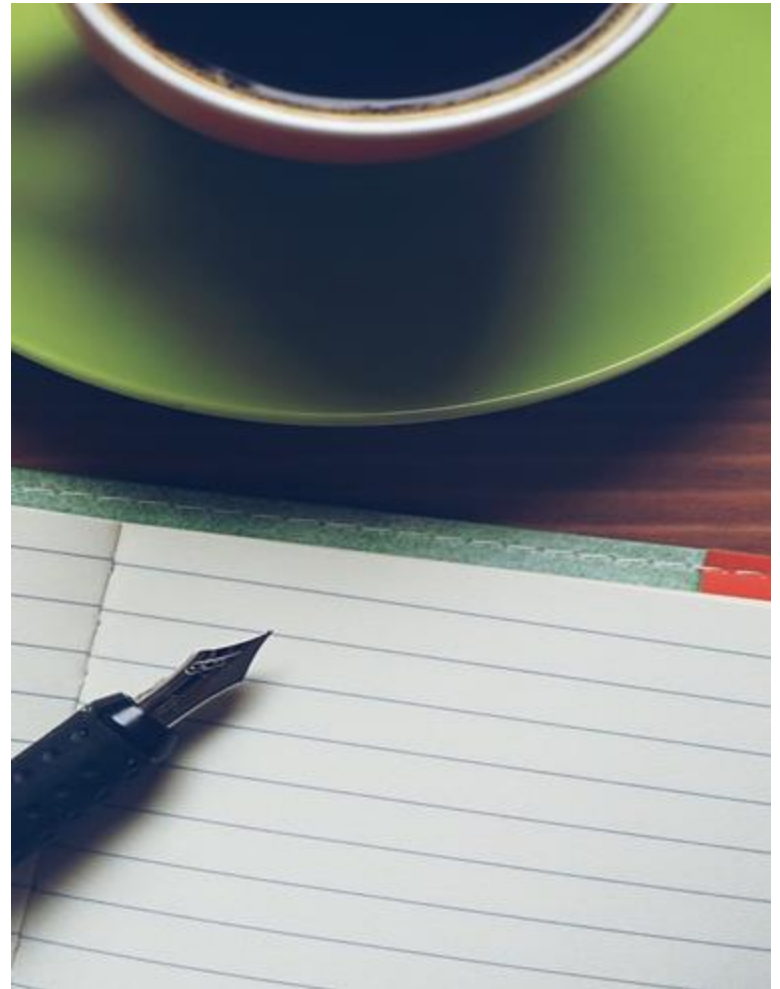
### Europe:

- **Academic Excellence:** High grades in subject-specific courses and thesis work.
- **Relevant Research:** Experience in research environments, working in labs, or thesis relevance.
- **Motivation Letter:** Specific reasons for choosing the program and institution.
- **International Perspective:** Openness to diverse cultural settings or exchange experience.
- **Program Specificity:** Emphasis on academic credentials over extracurriculars.

# Letters of Recommendation

The best letter writers are those who know you well and can provide an evaluation of your ability to perform and succeed at the graduate level.

- A professor
- Someone who has earned the degree which you are seeking
- Someone with an advanced degree who has supervised you in a job or internship aligned with the graduate program you are pursuing
- Someone who has academically evaluated you in an upper-division class



# Tips for Securing Letters of Rec

- Make the request in person, over phone or over video chat if possible
- Be prepared to articulate your interest and reasons for attending graduate school
- Ask potential letter writers if they are willing to write you a strong, positive letter
- Ask at least 2 months before you need the letters
- You can ask recommenders to keep your letter in a safe place or upload to a letter service before you apply





Provide as much info as you can to your recommenders to help them write the letters, including:

- A list of the graduate programs you applying to and what you would like emphasized in your letter for each program
- Due dates for each letter
- Link to where the letter can be uploaded for each application
- Pre-filled recommendation forms requested by the graduate programs
- Your unofficial transcript (note the courses you took with your recommender)
- A draft of your statement of purpose
- A copy of your best work in the course (with instructor comments on it)
- Your CV



**Thank you!**

**Questions?**

**Reach out for further questions!**  
**[molgun@metu.edu.tr](mailto:molgun@metu.edu.tr)**



# **Crafting the Ideal CV for Academic Applications**

Çiğdem Fidan, Ph.D.



## Agenda

- Preparing CV
- Understand the essential components of a CV tailored for the education sector.
- Learn how to highlight relevant skills, experiences, and achievements in a CV.
- Gain practical tips on formatting and tailoring CVs for specific teaching positions.
- Preparing Letter of Intent and Letter of Motivation

## Difference between CV and Resume

### **CV and Resume**

Documents to showcase your qualifications and experiences to potential employers

**CV:** a detailed chronicle of your entire career

**Resume:** a concise summary of your most relevant qualifications

	<b>CV</b>	<b>Resume</b>
<b>Length</b>	Two or more pages - Experience	Shorter - Relevant information for a specific job
<b>Content</b>	Comprehensive overview of your entire academic and professional history  (publications, presentations, awards, and other achievements)	Tailored to specific job applications
<b>Purpose</b>	Commonly used for academic positions, research roles, and jobs in fields like education	Primarily used for job applications in the private and public sectors

# Main Components of CV



## Contact Information:

- Full Name
- Phone Number
- Email Address
- LinkedIn Profile (Optional)
- Personal Website (Optional)

## Summary/Profile:

- A brief and engaging introduction highlighting your research interests, academic goals, and relevant skills.
- Tailor this section to each program you're applying to.

## Education:

- List your degrees, diplomas, and certifications in reverse chronological order.
- Include the institution name, degree/diploma name, graduation date, major/minor, GPA (if above 3.5), and any relevant honors or awards.

## Research Experience:

- List any research projects you've participated in, including lab work, fieldwork, or independent research.
- Include the project title, dates of involvement, supervisor's name, and a brief description of your contributions and findings.



### **Teaching Experience:**

- If applicable, list any teaching assistant positions or other teaching experience.
- Include the course name, dates of employment, and a brief description of your responsibilities.

### **Publications and Presentations:**

- List any academic publications, conference presentations, or posters you've authored or co-authored.
- Include the title, publication/conference name, and date.

### **Awards and Honors:**

- List any academic awards, scholarships, or fellowships you've received.
- Include the award name, granting institution, and date.

### **Skills:**

- List any technical or software skills relevant to your research interests.
- Consider including language proficiency or other relevant skills.

### **Additional Sections:**

- Relevant Work Experience
- Volunteer Experience
- Professional Memberships

**Keep your CV concise and easy to read.**

**Use clear formatting and bullet points.**

## Common mistakes in preparing a CV



### Typos and Grammatical Errors

- Proofread carefully and have someone else review your CV for errors.

### Lack of Tailoring

- Tailor your CV to each program you apply to by highlighting relevant skills and experiences.

### Digital Submission

- Converting to PDF, naming files professionally.

### Inaccurate or Misleading Information

- Always be truthful and accurate in your CV.

## Poor Formatting and Visual Appeal

- Use a clear and consistent format, with headings, bullet points, and white space.
- Choose a professional font and font size.



## Omitting Key Information

- Include all the essential sections, such as education, research experience, publications, and skills.

## Not Quantifying Achievements

- Use numbers and data to quantify your accomplishments whenever possible.

Instead of saying "conducted research,"  
say "conducted research that resulted in a 15% increase in data accuracy."

## **Including Irrelevant Information**

- Focus on information relevant to your research interests and academic goals.

## **Not Proofreading**

- If English is not your first language, have a native English speaker proofread your CV.

## **Not Using Keywords**

- Incorporate keywords from the program description and faculty research interests.

## **Not Getting Feedback:**

- Ask a trusted advisor, professor, or career counselor to review your CV before submitting it.

## Best and Worst CV Examples



## First Last

first.last@resumeworded.com | +1 (123) 456789 | San Francisco, CA

### EXPERIENCE

- Resume Worded & Co.** **Oct 2017 – Present**  
San Francisco, CA  
Financial Data Analyst, Business Development & Operations
- Managed cross-functional team of 10 in 3 locations (Palo Alto, Austin and New York), ranging from entry-level analysts to vice presidents, and collaborated with business development, data analysis, operations and marketing
    - Launched Miami office with lead Director and recruited and managed new team of 10 employees; grew office revenue by 200% in first nine months (representing 20% of company revenue)
    - Designed training and peer-mentoring programs for the incoming class of 25 analysts in 2017; reduced onboarding time for new hires by 50%
  - Achieved \$200K reduction in department overspend by establishing ROI metrics and budget controls to improve prioritisation of the \$4MM department budget
  - Note: Your most recent experience should have the most detail; avoid using more than 6 bullet points per experience; if you have accomplished a lot at one company and have more than 6 bullets, split them up into 2 or more job titles at the same company.

- Instamake** **Jun 2015 – Oct 2017**  
San Francisco, CA  
Associate Product Manager
- Spearheaded a major pricing restructure by redirecting focus on consumer willingness to pay instead of product cost; implemented a three-tiered pricing model which increased average sale 35% and margin 12%
  - Promoted within 12 months due to strong performance and organizational impact (1 year ahead of schedule)
  - Identified steps to reduce return rates by 10% resulting in an eventual \$75k cost savings

- Resume Worded & Co.** **Jun 2011 – May 2013**  
Austin, TX  
Associate Product Manager
- Analyzed data from 25000 monthly active users and used outputs to guide marketing and product strategies; increased app engagement time by 2x, 30% decrease in drop off rate, and 3x shares on social media
  - Drive redevelopment of internal tracking systems in use by 125 employees, resulting in 20+ new features, reduction of 20% in save/load time and 15% operation time

### EDUCATION

- Resume Worded Business School** **May 2015**  
Austin, TX  
Master of Business Administration Candidate; Major in Business Analytics
- Awards: Bill & Melinda Gates Fellow (only 5 awarded to class), Director's List 2017 (top 10%)
  - Leadership: Resume Worded Investment Club (Board Member), Consulting Club (Engagement Manager)

- Resume Worded University** **May 2011**  
San Francisco, CA  
Master of Business Administration Candidate; Major in Business Analytics
- Note: Your education section can be much shorter than this; only add bullet points to your education if they add value to your overall experience; prioritize accomplishments in your work experience

### OTHER

- Technical Skills:** R, Visual Basic, Microsoft SQL Server, Tableau, SQL, Financial Modeling, Python
- Certifications & Training:** Certified Scrum Master, Passed Resume Worded examinations
- Languages:** English (native), Spanish (fluent), Chinese (intermediate)



## YOUR NAME

GRAPHIC & WEB DESIGNER

Address - Street line  
City, ST 10003  
T 000 00 0 0000  
email@address.com

### SUMMARY

Lorem ipsum dolor sit amet, consectetur consectetur maecenas, vestibulum risus, amet sodales. Nec donec. Mauris animi. Commodo neque, purus mi quis. Pharetra mi, maecenas aliquam, rutrum magna.

### SKILLS

- Lorem ipsum dolor.
- Sit amet pellentesque.
- Duis morbi lectus at fusce ultricies egetas risus suspendisse.
- Ornare quam id.
- Prasent ornare integer.

### EXPERIENCE

**JOB TITLE, Company Name**  
City, State — 2012-2015

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#### Accomplishments:

- Ut enim ad minim veniam, quis nostrud exerci.
- Exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.
- Ut enim ad minim veniam, quis nostrud exerci.
- Donec vitae lacinia purus, tincidunt tempor mi.

**JOB TITLE, Company Name**  
City, State — 2005-2012

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#### Accomplishments:

- Ut enim ad minim veniam, quis nostrud exerci.
- Exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.
- Ut enim ad minim veniam, quis nostrud exerci.
- Donec vitae lacinia purus, tincidunt tempor mi.

### EDUCATION

**DIPLOMA**  
School Name — 2003-2005

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**DIPLOMA**  
School Name — 2001-2003

Ut enim ad minim veniam, quis nostrud exerci. Inire dolor in reprehend incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo.

### REFERENCES

Available upon request

# Stacy Smith

Senior Marketing Manager

## WORK EXPERIENCE

**Resume Worded**, London, United Kingdom

*Education technology startup with 50+ employees and \$100m+ annual revenue*

Senior Engineering Manager

01/2022 – Present

- I was building Tableau dashboard using data from Amplitude and Segment to visualize core bussiness KPIs (e.g. Monthly Recurring Revenue), saving 10 hours per week of manual reporting work
- Training and peer-mentoring programs were created by me.
- Redduced signup drop-offs from 65% to 15% and increased user engagement by 40%, through a combination of hypothesis testing, segmentation analysis and machine learning algorithms

Wrong tense

Typo

Typos

Passive voice

Inconsistent punctuation

## CONTACT

- London, United Kingdom
- +44 0 7701234567
- jack.johnson@resumeworded.com

## SKILLS

Marketing:

- Influencer Marketing
- Instagram Growth
- Google Analytics
- Email Marketing
- E-Commerce
- Customer Feedback

Operations and Analytics:

- Inventory Management
- Inventory Control
- Forecasting





# Patrick Holland

CUSTOMER SERVICE REPRESENTATIVE



## MY EXPERIENCE

High School  
**ST. GERTRUDE HIGH SCHOOL**  
2010 - 2013

Bachelor of Arts, Philosophy & Communication  
**XAVIER PENN UNIVERSITY**  
2013 - 2017

Customer Service Rep.  
**SHOPATHON MATRIX INC.**  
2017 - 2021

## ABOUT

Versatile and rockstar customer service specialist proficient in multi-channel communication, CRM utilization, and data-driven problem-solving. Experienced in agile methodologies. I excel in exceeding customer expectations and driving business success through effective customer relationship management.

## SKILLS

Jedi-level patience 14.3% Making people happy 21.4%



Fast typing skills 35.7%

## INTEREST



Travelling



Reading



Photography



Gaming



Mail me electronically  
[me@rockstarcustomerserviceguru.com](mailto:me@rockstarcustomerserviceguru.com)



Digits  
212-382-4166



Addy  
3593 Farum Rd. NY, NY, 10036

# GRAD SCHOOL RESUME

## EXAMPLE BY RESUME GENIUS

6729 Broadway Ave., New York City, NY 10001  
(212) 829-9127  
your.email@email.com



*Undergraduate Political Science student (3.8 GPA) with competencies in polling research and data analysis. A detail-oriented scholar seeking admission into Yale University's Master's program in Political Science.*

## EDUCATION

**Bachelor of Arts in Political Science**  
New York University, New York City, NY  
Expected Graduation Date: May 20XX

**Relevant Coursework:** International Politics, Economics, Public Polling, Data Analysis, Electoral Process

### Honors:

- Magna Cum Laude (3.8/4.0 GPA)
- Dean's List (last 3 semesters)
- Tau Sigma Honors Society

## RELEVANT EXPERIENCE

**THE ELECTION PROCESS AND PUBLIC OPINION**  
NYU SEMINAR

**New York City, NY**  
Oct 20XX – May 20XX

- Developed a thesis proposal for a statewide public opinion poll on tort reform.
- Awarded a \$1,000 grant to expand and execute my polling research.
- Formulated a series of 10 questions designed to reduce bias.
- Organized the resulting data and presented my findings to the NYU Political Science department.
- Polled over 1,000 New York residents, reaching the threshold for statistical significance.

**TOM JOHNSON FOR CONGRESS**  
VOLUNTEER

**New York City, NY**  
May 20XX – Nov 20XX

- Made and distributed campaign materials to voters
- Helped lead get out the vote efforts in local neighborhoods, knocking on over 800 doors
- Wrote scripts for other campaign volunteers to follow when phone banking
- Organized the resulting data and presented my findings to the NYU Political Science department.
- Polled over 1,000 New York residents, reaching the threshold for statistical significance.

## SKILLS

- Problem Solving
- Adaptability
- Collaboration
- Time Management
- Critical Thinking

Letter of Intent and Motivation Letter are often used interchangeably,

However,

they have distinct purposes and formats depending on the context.

## Letter of Intent



- To express interest in a specific program, job, or agreement
- To outline your intent or objectives
- Often formal and concise, focusing on your qualifications and plans.
- A clear statement of intent or purpose (e.g., applying for a job or entering a program).
- A summary of your qualifications, experiences, and future objectives relevant to the opportunity.
- Reiteration of interest and willingness to discuss further.

# Motivation Letter



- Highlights your enthusiasm, personal motivation, and alignment with the organization's or program's mission or values.
- More personal and narrative in style, focusing on why you want to pursue the opportunity and how it aligns with your aspirations.
- It is commonly used for applications to academic programs, scholarships, or volunteering roles.

## Motivation Letter



- Explanation of your interest or passion for the field/opportunity.
- A narrative of your background, achievements, and how they shape your motivation.
- How the opportunity aligns with your goals and your enthusiasm for contributing.
- Engaging, personal, and passionate.
- Focused on the "why" behind your application and your vision for the future.

# LETTER OF INTENT

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February 18, 2023

Thomas Nieves  
Revature  
1691 Oakdale Ave  
San Francisco, CA, 94124



Dear Mr. Nieves,

Since I was studying for my computer science degree, I've admired Revature for its ability to produce cutting-edge technology and its focus on innovation. Now that I've spent over 5 years honing my skills as a software engineer, I'm confident I'd be an asset to the company.

Some of my recent achievements include:

- Implemented a new automated testing framework that reduced the number of bugs in production by 23%
- Designed a new data pipeline that improved the accuracy of the company's machine-learning models, resulting in a 9% increase in revenue
- Successfully led a team of 6 engineers in the development and launch of a new mobile application for a healthcare provider, resulting in a 36% increase in user satisfaction

I have experience working with various programming languages such as Java, C#, Python, and JavaScript. I also have a deep understanding of software development methodologies such as Agile and Scrum, and am well-versed in software testing and debugging techniques.

I noticed you don't currently have any open software engineer positions, but I'd love the opportunity to discuss my professional background in detail with you in case one becomes vacant in the future. Please feel free to contact me at (818) 928-1329 or [emma.harris@gmail.com](mailto:emma.harris@gmail.com).

Sincerely,

Emma Harris

## LETTER OF MOTIVATION

FAKRUL ISLAM TUSHAR

Date:25/02/2017

Since the beginning of my final year as an undergraduate student, I had set a goal of pursuing higher studies in **Biomedical Engineering** and have been planning and preparing step by step throughout the year. To finally realize my goal, I would like to enroll for the **Erasmus Mundus Joint Master Degree in Medical Imaging and Applications**.

Although I had always academically excelled in almost all my subjects, my main interest from secondary school level was in Physics and Mathematics. I found the practical implications of these subjects very intriguing and thought provoking. On completion of my Higher Secondary school, I enrolled into **American International University-Bangladesh (AIUB)** in the **Bachelor of Science in Electrical and Electronic Engineering** program. Within a few weeks of starting engineering school, I knew I had made the right decision. With my strong foundation in Science and Mathematics, I excelled in my academic courses as well as laboratory tasks. Seeing my interest and academic success, my course faculties as well as my family always encouraged me to pursue higher studies and earn sound knowledge in specialized fields.

I believe undergraduate level was the time for me to explore the field of Electrical Engineering. My interest in biomedical engineering began during my second year. Being a student member of IEEE, I went through plenty of **IEEE Spectrum's** articles and attended a number of seminars dedicated to the Biomedical Engineering field, such as biomedical uses of sensors, telemedicine, biomedical image processing and its prospect, and many more. From that, I have increased my focus in this field.

During my second and third year, we had courses such as electronic devices and analog circuits where we learned the very basics of electronics. When I took the elective course **Biomedical Instrumentation Measurement and Design** in my third year, I found the subject very appealing from the very first lecture. My lecturer began his course starting with the electrical conduction of the body, how **Willem Einthoven** recorded his first ECG in 1902 by placing limbs in buckets of conducting solution. I found the accuracy of the innovation made such a long time ago very impressive. Throughout the course, the measurements and analysis of physiological systems using the basics that we learned earlier to design artificial pacemaker, pulmonary function tests, insulin pump immediately grabbed my interest. My interest grew further in **Biopotential Signal Processing and Instrumentation**. The non-invasive medical imaging techniques, such as X-ray, Ultrasound and Magnetic Resonance Imaging (MRI) are of particular interest to me.

All these interests lead me to my undergrad project. My undergraduate project in the Faculty of Engineering at AIUB has been focused on the Designing and the Implementation of a reconfigurable low cost biopotential trainer module (**RTM module**) capable of measuring ECG, EEG and EMG for academic uses. As a group project with two others, I worked towards designing the reconfigurable model of the trainer and fabrications of the filters. Through my project, I have been prepared to come up with market ready product. My final year project was highly appreciated and took us in the **top-9 out of 100 undergraduate project / thesis of the year 2016** at faculty of Engineering, AIUB. The final ranking is yet to be announced.

I have completed my undergraduate study in December 2016 with **Cum Laude** which is a further motivation for me. Besides academic studies, I had also been volunteering for **IEEE AIUB Student Branch** for three years, during I attended national level congresses, grew my network with people who

share similar interests and being involved myself in teamwork building activities as well as organizing and participated as leadership roles, which has enriched my undergraduate experience. Besides technical activities, the humanitarian side of IEEE has also been a huge source of inspiration.

My interests have matched with the **Medical Image Analysis and Computer Aided Diagnosis (CAD)** system areas. The current work on **MRI to predict high-risk of Autism in babies who had an older sibling with autism** has particularly caught my attention. While browsing through the **MALA** website, I have grown to admire the wide range of courses it offers to make one specialist in this field. Since my long term plan is to pursue a **PHD**, it would also give me the opportunity to take part in a Research Thesis and collaborate with industries during my study. Having access to state-of-the-art laboratories and getting the opportunity to learn under the guidance of world renowned faculty members will be a major stepping stone for my future career. Moreover, I will also be able to continue my affiliation with IEEE and voluntary activities through the university program. I strongly believe that the cultural diversity and student communities of the universities will support me in the successful completion of the program. Studying and engaging in research at the **MALA** program will allow me to explore specialized fields in **Biomedical Imaging** and in the future help me to make significant contributions to the field.

Finally talking a little about my interest in the field related to the subject applying, a little bit about courses. Finally concluding by stating my future goal and how admission in this program will help me to achieve that

Brief about my Co-curricular activities

Short Intro

Stating how I got into Engineering for undergrad

Stablishing a path to grow my interest to the area of interest

Further Combining my growing interest with my Academic courses

Briefly described my Undergrad Project and its success



## Tools to build your own CV

<https://www.canva.com/create/cv/>

<https://zety.com>

**Thank you!**

**You can learn more about me**

**and**



**Reach out for further questions!**

