

**Letter of Reference Form - Combined BSME/MSME Program**  
**School of Mechanical Engineering**

**To the Applicant:** Complete the top section providing your contact information and whether or not you waive your right to review this recommendation. Then provide this form with your completed information to two faculty members who can best describe your potential to succeed in this program. The reference letters must be returned to the School of Mechanical Engineering Graduate Office at the address at the bottom of the page in a sealed envelope.

**Full Name:** \_\_\_\_\_  
 (Last) (First)

**Purdue Email Address:** \_\_\_\_\_ **Purdue ID Number:** \_\_\_\_\_

\_\_\_\_\_ **I waive my right to review this recommendation** \_\_\_\_\_ **I do not waive my right to review this recommendation**

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**To the Recommender:** The student named above has applied for the Combined BSME/MSME program. Please complete this reference form and return it to the ME Graduate Office (address below) in a sealed envelope. Please rank the applicant against other students with whom you have worked in the past on the characteristics listed below. For detailed descriptions of the following characteristic, see the second page of this form. If you have additional comments, please submit them on a separate page attached to this reference letter.

	<b>Outstanding</b> (highest 5%)	<b>Very Good</b> (highest 10%)	<b>Good</b> (upper 25%)	<b>Average</b> (upper 50%)	<b>Below Average</b> (lower 50%)	<b>No Knowledge (NA)</b>
Knowledge & Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resilience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning & Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ethics & Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\_\_\_\_\_ **Best student this year** \_\_\_\_\_ **Best student in 5 years** \_\_\_\_\_ **Best student in \_\_\_\_\_ years** \_\_\_\_\_ **Not Applicable**

May we contact you if there are additional questions? \_\_\_\_\_ If yes, please list your email address and/or phone number:  
 \_\_\_\_\_

**Recommender's Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Relationship to the student** \_\_\_\_\_ **How long have you known student?** \_\_\_\_\_

**Recommender's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Return completed letter in a sealed envelope to:  
 ME Graduate Office  
 585 Purdue Mall  
 School of Mechanical Engineering Rm 1003  
 West Lafayette, IN 47907

**Details of Characteristics:**

Knowledge and Creativity

- Has a broad perspective on the field.
- Is among the brightest persons I know.
- Produces novel ideas.
- Is intensely curious about the field.

Communication Skills

- Speaks in a clear, organized and logical manner.
- Writes with precision and style.
- Speaks in a way that is interesting.
- Organizes writing well.

Teamwork

- Supports the efforts of others.
- Behaves in an open and friendly manner.
- Works well in group settings.
- Gives criticism/feedback to others in a helpful way.

Resilience

- Accepts feedback without getting defensive.
- Works well under stress.
- Can overcome challenges and setbacks.
- Works extremely hard.

Planning and Organization

- Sets realistic goals.
- Organizes work and time effectively.
- Meets deadlines.
- Makes plans and sticks to them.

Ethics and Integrity

- Is among the most honest persons I know.
- Maintains high ethical standards.
- Is worthy of trust from others.
- Demonstrates sincerity.