

**SAMPLE COVER LETTER FOR CSE
DOCTORAL PORTFOLIO**
Portions to be supplied by student are shown in [brackets]

[date]

Dear CSE Faculty:

I am writing to request that you consider my application for candidacy in the **[CS/CoE – pick one]** Ph.D. program. My research advisor is **[name]**. I have satisfied the coursework breadth requirements for the indicated program and have fulfilled the oral qualifying exam requirement by **[passing an exam/successfully defending an MS thesis – pick one]**. I have compiled a portfolio of supporting documents, enclosed herein, that demonstrate my abilities to perform and communicate research.

I have enclosed **[n]** research papers written in collaboration with members of the Washington University CSE faculty over the past **[x]** years. These papers were co-authored principally with members of the **[group name]** research group. The first paper, **“[title],”** was co-authored with **[list other authors]** and was published in **[journal or conference name]** in **[year]**. The second paper, ...

[List above info for all included papers. If work has not been published, indicate submission date and venue (if submitted for publication), tech report number, or other information for an unpublished manuscript. If you are submitting your Wash U. MS thesis as your portfolio’s centerpiece, list it, but do not enclose the printed thesis; instead, give a pointer to its location online.]

I have also enclosed a transcript listing courses that I have taken at Washington University, along with a summary of how I have used these and/or other courses to satisfy the doctoral breadth requirements.

[You can print your transcript from WebSTAC. See the tables on the following pages for how to summarize qualifying courses.]

Sincerely,
[your name and signature]

SAMPLE BREADTH REQUIREMENT SUMMARY - CS

[your name and date]

The table below summarizes the courses I have taken to fulfill the breadth requirements for admission to candidacy in the **Computer Science** Doctoral Program.

[Course numbers and titles shown below are just examples; replace with your actual qualifying courses. If you transferred a course to satisfy a qualifying requirement, please so indicate and include an explanatory note for each such course below the table.]

| Requirement | Course Number | Course Title | Instructor | Grade |
|---------------------|----------------------|---|-------------------|--------------|
| Systems | CSE 422S | Operating Systems Organization | | |
| | CSE 531S | Theory of Compiling and Language Translation | | |
| Theory | CSE 547T | Introduction to Formal Languages and Automata | | |
| | CSE 541T | Advanced Algorithms | | |
| Machines | CSE 560M | Computer Systems Architecture I | | |
| Applications | CSE 511A | Introduction to Artificial Intelligence | | |

SAMPLE BREADTH REQUIREMENT SUMMARY - CoE

[your name and date]

The table below summarizes the courses I have taken to fulfill the breadth requirements for admission to candidacy in the **Computer Engineering** Doctoral Program.

[Course numbers and titles shown below are just examples; replace with your actual qualifying courses. If you transferred a course to satisfy a qualifying requirement, please so indicate and include an explanatory note for each such course below the table.]

| Requirement | Course Number | Course Title | Instructor | Grade |
|------------------------|---------------|--|------------|-------|
| Systems | CSE 522S | Advanced Operating Systems | | |
| | CSE 531S | Theory of Compiling and Language Translation | | |
| Theory | CSE 542T | Advanced Data Structures and Algorithms | | |
| Architecture | CSE 560M | Computer Systems Architecture I | | |
| Hardware Design | CSE 565M | Acceleration of Algorithms in Reconfigurable Logic | | |
| Performance Evaluation | CSE 572S | Signaling and Control in Communications Networks | | |