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I

How To Wlki

Dear [Name of Employer or Graduate School Committee]:

I am pleased to write a letter of recommendation For [name of

student]. I highly recommend [name of student] to your organization

For the position of [job title].

I have known [name of student] For the past [number of months,

semesters, years] as [he/she] has taken the Following courses that I

teach: [list courses, give brief description of content of course]. As

[his/her] professor, I have had an opportunity to observe [his/her]

participation and interaction in class and to evaluate [name of

studehtJ’s knowledge of the subject matter. [He/she] is an outstanding

student in all respects. [Name of student] has proven that through

hard work, Follow through, and team work, [he/she] can accomplish

tasks in a courteous and timely manner.

[Give one or two specific examples of the student's performance. Also,

list other activities that the student is involved with at the university

and outside of the university. Point out the areas in which this

individual has learned and had the chance to grow with these

opportunities]

[Name of student] is well equipped to grow From challenges that

[he/she] is presented with. [His/her] [list three key traits (examples:

patience, teaching ability, strong computer programming stills...)],

prepare [him/her] beautifully For your

[compahy/oryahization/school/proyram]. I strongly endorse making

[name of student] a member of your team at [list company

hame/school/proyram].

Sincerely,

[Your Name

Phone number

Email Address]