

Recommendation Sample

Letterhead/Logo (School/Organization)

Date

Letter of Recommendation, Name of Student

Dear Admissions Committee,

<each paragraph should have minimum of 3 sentences to show the recommender is familiar with the student's work>

First Paragraph:

It is my pleasure to recommend(name) or I am enthusiastically writing this on behalf of (name)...

Mention how you know them, how long and your role in the organization

Second Paragraph:

Mention how the student has created an impression on you with examples and the student's attitude towards learning.

Third Paragraph:

Mention the unique qualities, strengths and compare them to those you have come across. Example: In my 15 years of teaching or being a supervisor, the student is among the top 1%.

Fourth Paragraph:

Provide your opinion on potential of the student to be successful in the future in their desired career and an example of how they have contributed to the organization/school.

Fifth Paragraph:

Mention how you see student will contribute to the University and advocate strongly for admission and how the University will be proud to call the student their alumni in future. Mention a line that they can contact you if more information is needed.

Sincerely,

Your full name, followed by your credentials

School/Organization name

Your email, Your phone number