TO

[Receiver Name]

[Receiver Title]

**ADDRESS:**  [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

[Sender Name]

[Sender Title]

Sub: Graduate Recommendation Letter

Dear **[NAME]**

I highly recommend **[NAME]** as a candidate for graduate school. I have worked with Emily in my capacity as Education Department **[COLLEGE NAME]**.

While a student at **[NAME]** , **[NAME]** maintained a 3.98 GPA while taking a full load of honors classes and seminars. She excelled as the top student in the senior-level Teaching Methods course I teach; her other instructors in our department speak highly of her performance in their classes, as well.

In addition to her classwork, **[NAME]** was also employed in various positions including teaching a museum program to fourth-grade classes in the **[COLLEGE NAME]** District, teaching both adults and children to ride horses, and managing horse show participation for a local riding stable.

She accomplished all these tasks with great initiative and with a very positive attitude. **[NAME]** has a wonderful rapport with people of all ages, especially the "at-risk" children she worked with at **[COLLEGE NAME]** and Prospect Child and Family Center. **[NAME]** has a special talent working with the children who need more guidance and support than those typically found in a traditional classroom setting.

Her ability to connect with her students and her talent at teaching simple concepts, as well as more advanced topics, are both truly superior. She has excellent written and verbal communication skills, is extremely organized, reliable, and computer literate.

**[NAME]** would be a tremendous asset to your program, and I recommend her to you without reservation. If you have any further questions about her background or qualifications, please do not hesitate to contact me.

Sincerely,