TO

[Receiver Name]

[Receiver Title]

**ADDRESS:**  [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

[Sender Name]

[Sender Title]

Sub: Landlord Recommendation Letter

Dear **[NAME]**

I hope you will strongly consider accepting Constance Wong to your PhD in Counselling Psychology program. I recommend her most highly to you. I am an associate professor at Chapman University. I have known Constance for approximately 3 years. I served as her instructor for Group Counselling, Theories of Psychology, and Counselling Techniques Laboratory.

Constance is simply phenomenal. Please allow me to explain. Constance is a hard-working, reliable, and talented counsellor-in-training. She was one of the most engaged and committed students I have ever taught. During my class sessions, she frequently made incisive contributions to discussions and emanated a cheerful, humorous spirit. Constance was also highly receptive to feedback and instruction. I gained the sense that she relished opportunities to learn from supervisory feedback. In short, I thoroughly enjoyed having her in classes.

Her counselling skills are very well developed. I had the opportunity to observe Constance’s group and individual counselling skill development in my courses. She evidenced a highly empathic, genuine, and sensitive presence. Simultaneously, she balanced these gifts with mastery of a skill set referred to as “executive functioning” (for example, providing structure for counselling sessions, implementing plans, and managing time). It was exciting for me to witness this unique combination.

Finally, Constance’s professionalism and dedication are unparalleled. Her assignments were always submitted on time and with exceptional quality. I could count on her to participate as a team player in group projects. In fact, she is one of those rare students who sought out extra opportunities for professional development: she completed advanced training in grief counselling for children and volunteered as a group facilitator for Good Grief, Inc. Similarly, she attended professional development workshops on play therapy and assisting children through tragic events. Such experiences illustrate her strong commitment to the field of psychology.

I sincerely hope you will take the opportunity to meet and know this exceptional individual. I offer this recommendation without reservation and would be happy to discuss Constance’s qualifications further should you have any questions.