Sample 1

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February 2, 2021

Jeff Lee  
Office of the Registrar  
Acme School  
123 Business Rd.  
Business City, NY 54321

Dear Mr. Lee,

I highly recommend Emily Smith as a candidate for graduate school. I have worked with Emily in my capacity as Education Department Chair at Salitus College.

While a student at Salitus, Emily 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, Emily was also employed in various positions including teaching a museum program to fourth-grade classes in the Saratoga Springs School 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. Emily has a wonderful rapport with people of all ages, especially the "at-risk" children she worked with at Carroll Hill School and Prospect Child and Family Center. Emily 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.

Emily would be a tremendous asset to your program and I recommend her to you without reservation. If you have any further questions with regard to her background or qualifications, please do not hesitate to contact me.

Sincerely,

Signature (hard copy letter)