Sample (from Employer)

Dear Law School Admissions Committee,

I enthusiastically submit this letter in support of Julie Lee’s application for admission to the class of 2022.

For the past year, I have served as Julie’s supervisor at The Brockman Insurance Agency. As an assistant bookkeeper, she balanced a part-time work schedule with class requirements during the school year and worked a full-time schedule over the summer. Though I’ve managed countless college students over my career, I have never met anyone who so exemplifies both intellect and integrity.

Last year, Julie volunteered to help with a significant administrative reorganization. Though she had no specific prior experience, she was a quick study and helped our small business to streamline operations. She is a supportive coworker, and readily shoulders extra responsibilities to help ease burdens on her busy colleagues.

I have no doubt that she will be a successful law student and attorney.

Please let me know if there is any other information that I can provide.

Sincerely,

Joyce Brockman, CPA