**Example 1: Letter of Recommendation From Teacher**

Dear Sir or Madam,

My name is Stacey Jefferson—I have 15 years of experience working as a fine arts instructor at Academy High School and have seen many students come and go. Annie Chiu stands out as one of my brightest, most dedicated art students.

During our time together, Annie displayed great talents in technical applications, such as Photoshop, InDesign and other graphic design tools. When we first met, I was immediately impressed with Annie and the technical design skills she had on day one, but during her time in my class, her understanding of digital art and the tools of the trade grew far more than that of her peers.

My first experience witnessing Annie’s passion and dedication to design was during her first major project assignment in my class. She worked tirelessly to produce a flawless website mockup achieving the highest grade not only in her own class, but across all of my classes. She sought feedback during office hours and constantly iterated to improve her work, displaying her first-class dedication and commitment that would carry through all of her artwork during my time as her instructor.

It’s not just her technical skills that impress me, however. Annie was a joy to have in my classes because of her positive attitude and strict adherence to due dates. Her can-do attitude and teamwork skills were also necessary and valued not just by myself, but by her peers, who often relied on her to get work done.

It is my pleasure to strongly recommend Annie Chiu to your graphic design program at Maryland University. I am absolutely confident that Annie would achieve great things at your institution. Not only will she bring the kind of skills and experiences you’re looking for in an applicant, she will quickly become an asset and help your other students grow in any way she can.

If you need more information or specific examples, please do not hesitate to contact me at 555-123-4567, or by email at staceyj@academy.edu.

Sincerely,  
Stacey Jefferson  
Fine Arts Instructor  
Academy High School