Sample

Dear Admissions Committee,

It is without hesitation that I write to you in regards to Ted’s acceptance into your prestigious institution. I am a counselor at Crescent Valley High School and have had the pleasure of working with Ted throughout his high school career. I’ve watched him develop into a well-rounded and mature young man, who will accomplish many great things in his lifetime. He is a talented and hard-working individual who finds joy in helping others. Ted has amazing people skills and can make anyone feel comfortable around him.

In Ted’s first year of high school, he came to me in need of some guidance. He had gone through some heavy family problems and it was causing his school work to suffer. I feel very fortunate to have been given the opportunity to help Ted through these rough times. He is a compassionate, caring, and self-efacing person, with an unshakable positive outlook on life. Once he had worked out his own issues, all he wanted to do was take his experiences and help other students with similar problems. He began volunteering at North View Elementary School, talking with kids and even tutoring in multiple subjects. I’ve never come across anyone who wasn’t immediately enamored by Ted’s amicable demeanor.

Throughout his high school career, Ted has excelled in every field of his education and also taken on multiple extra curricular activities. In his senior year, Ted was president of the Student Council, captain of the basketball team, and an honor student. He has become proficient at juggling multiple work loads. He also continued his counselling at the elementary school throughout these years. Even still, he wanted to make a bigger difference. He decided to present his outlook on life by holding a seminar in the gymnasium. Most of the school attended to listen to Ted as he spoke eloquently on overcoming your fears and insecurities and transforming them into positive thinking. It was a captivating 20 minute speech that led to an uproarious standing ovation. Someone managed to film the presentation and the video has thousands of views on YouTube.

I am very pleased that Ted approached me to write this letter as I am so impressed by his achievements and his enormous potential. He is a charming young man who is able to see the good in everyone. If Ted is accepted into your Counseling Psychology Program, there’s no doubt in my mind he will excel in this field and go on to change many lives for the better. The confidence and charisma that he has developed over his high school career is phenomenal and I look forward to seeing that continue in college. Please contact me if you wish to further discuss Ted’s acceptance into your college.

Regards,

William Mackenzie  
Guidance Counselor  
Crescent Valley High School