Sample:

Dear Admissions Committee,

I am pleased to be writing this letter of recommendation on behalf of Karen Leyland, a most promising student and wonderful individual. I’ve had the pleasure of teaching Math to Karen during her junior and senior years here at Kirby Prep School. If it were appropriate for teachers to pick favorites, Karen would definitely be one of my top choices. She has a winning attitude full of drive and perseverance that goes unparalleled. She is always attentive in class and has a knack for engaging the whole class in participation, but the attribute that admire the most about Karen is her unwavering kindness.

Karen has been at the top of her class in her final year of high school and was always amongst the top 5 in previous years. Her ability to understand complex concepts and solve problems quicker than most people is the main reason why she qualified for the *National Merit Scholarship Program*. This accomplishment was earned by giving her undivided attention in class and doing extra work outside of the classroom. She’s always able to manage her time superbly and willing to lend a hand to other students struggling with their work. While some are destined to develop leadership skills, Karen seems to possess the intrinsic qualities of a born leader and she’s able to accomplish this without an air of arrogance or superiority towards her peers.

Math is Karen’s main academic focus, but she is also thrives in the music department. She plays saxophone in the jazz band and has a deep understanding of the connections between music and mathematics. I have heard her play on multiple occasions and it’s obvious she has an amazing mind for music comprehension and composition. I’m also fortunate enough to play music with Karen when we both can spare the time and my favorite part about it is the change in teacher-student dynamic wherein I get to play the role of the student again. It’s refreshing and confirms my belief that teachers learn just as much from their students as students do from teachers.

Any college would be thrilled to accept Karen as she is an outstanding student with so much to offer. Our school was very lucky to have her as a student and I’m sure your faculty will feel the same should she be accepted. Karen embraces constructive criticism and strives to improve in every aspect of her education and beyond. She deserves all the good things that will inevitably come her way in her post-secondary years. I would be glad to answer any further questions you have regarding Karen or Kirby Prep School.

Sincerely,  
Erik Perkins  
Math Teacher  
Georgiana Bruce Kirby Prep School