**Letter of recommendation template**

Whether you are writing a letter of recommendation for students or working professionals, your letter should have a similar structure. You should include a brief introduction, the applicant’s background and experience, a personal story and a closing statement. Use the following recommendation letter template as inspiration when drafting your own:

To Whom It May Concern:

It is my pleasure to strongly recommend [Applicant Name] for [Position With Company or Acceptance to Institution].

I am [Your Name], a [Your Position] at [Your Institution or Company]. I have [Number] years of experience working in [Your Industry or Academic Focus] and have seen many young professionals come and go. [Applicant Name] is one individual I have worked with who uniquely stands out.

During our time together, [Applicant Name] displayed great talents in [Skill, Trait, Experience, Class, etc.]. When we first met, I was immediately impressed with [Applicant’s Name], but during the time worked together, her understanding of [Key Topic] grew far more than that of her peers.

[Insert Personal Story Elaborating on Key Skills, Trait, Experience].

It’s not just her technical skills that impress me, however. [Applicant Name] was a joy to work with because of her amazingly positive attitude and [Positive Trait]. Her [Positive Trait] and [Positive Trait] were also necessary and valued not just by myself, but by her peers, who often relied on her to get the job done.

I am absolutely confident that [Applicant Name] would be a great fit for your [Institution/Company]. Not only will she bring the kind of skills and experiences you’re looking for in an applicant, but she will also quickly become an asset and help your [Institution/Company] grow in any way she can.

If you need more information or specific examples, please do not hesitate to contact me at [Contact Information]. As a recommendation letter likely only provides a snapshot of her talents and achievements, I would be happy to further elaborate on my time working with her.

Sincerely,

[Your Name, Company, and Title]