April 19, 20XX

Frank Jacobs  
Literature and English Teacher  
Franciscan High School  
31 Lewis Street  
Bridgetown, CA, 90210

Dear Sir/Madam,

I write this letter in support of Jan Stewart’s application for the Big Sur Poetry Scholarship. I had the pleasure of teaching Jan in her 11th and 12th grade English Literature class at Franciscan High School. She has always impressed me with her ability to be articulate difficult concepts and understand dense texts. Jan’s sensitivity to the nuances within literature, and her passion for reading and writing, set her apart both as a student and as a writer.

During her senior year, Jan produced an extraordinary thesis paper on creative identity development, in which she compared works from three different time periods and synthesized cultural and historical perspectives to inform her analysis. When called upon to give her thesis defence in front of her peers, Jan spoke clearly and eloquently about her conclusions and responded to questions in a thoughtful way. While she shows much promise as a well-rounded liberal arts student, it is poetry which most interests Jan. She publishes her poetry in our school’s literary magazine and has also had her work published in online magazines.

Throughout the year Jan was an active participant in our discussions, and she always supported her peers. Her caring nature and personality allow her to work well with others in a team setting, as she always respects others’ opinions even when they differ from her own. Throughout the year, Jan demonstrated this openness to and empathy for the opinions, feelings, and perspectives of others, along with shrewd powers of observation, all qualities that makes her outstanding as a student of literature and aspiring poetess.

I am certain that Jan is going to continue to do great and creative things in her future. Her work, as I am sure you will agree, demonstrates an impressive depth for a young student. Please feel free to contact me if you have any questions at: fjacobs@email.com.

Sincerely,

Mr. Frank Jacobs