

## Sample Recommendation Letters

### 例一

To Whom It May Concern:

As the Dean of Stonewell College, I have had the pleasure of knowing Hannah Smith for the last four years. She has been a tremendous student and an asset to our school. I would like to take this opportunity to recommend Hannah for your graduate program.

I feel confident that she will continue to succeed in her studies. Hannah is a dedicated student and thus far her grades have been exemplary. In class, she has proven to be a take-charge person who is able to successfully develop plans and implement them.

Hannah has also assisted us in our admissions office. She has successfully demonstrated leadership ability by counseling new and prospective students. Her advice has been a great help to these students, many of whom have taken time to share their comments with me regarding her pleasant and encouraging attitude.

It is for these reasons that I offer high recommendations for Hannah without reservation. Her drive and abilities will truly be an asset to your establishment. If you have any questions regarding this recommendation, please do not hesitate to contact me.

Sincerely,

Roger Fleming  
Dean of Stonewell College

### 例二

To Whom It May Concern:

I have had the distinct pleasure of having Kaya Stone as a student in my debate classes and on my debate team for three years at Eastern Little Hope High School. Kaya has been more than the ideal student. In order to achieve the highest grades and my deepest respect, she has demonstrated outstanding leadership and maintained a clear sense of purpose.

The academics at Eastern Little Hope are most challenging, and Kaya fulfilled all the requirements with the added challenge of honors and advanced courses. Kaya is an outstanding extemporaneous speaker and debater. She has won many awards on the speech and debate circuits, and qualified for national tournaments. Success in these interscholastic activities requires extensive research and persuasive skills. Kaya also holds the degree of Special Distinction, as a member of the National Forensic League.

Due to its nature of metro, state, and national interscholastic competition, the successful high school forensics student serves by not only representing his or her school but also by representing his or her community as well. One of the requirements in my advanced class is to prepare lectures and guidance for the beginners. With Kaya's superior knowledge and involvement in the political sciences, she developed a strong sense of confidence with a charming attitude. Therefore, I could always depend on her to set the best example as an instructor. Because of her natural leadership abilities, Kaya was selected as our Debate Captain. On account of her mature approach to her responsibilities, I often thought of Kaya as a colleague.

Since her classmates, my fellow teachers, and I will always hold her in the highest esteem, I sincerely recommend Kaya Stone as the ideal candidate for matriculation at Eastern Little Hope State.

Respectfully submitted,

Dan Peel, Ph.D.

例三

To Whom It May Concern:

This letter is to serve as my formal recommendation for Andrew Fuller. Andrew has been my direct assistant for several years. He has been interested in obtaining an MBA degree for some time now and I feel that he would be an excellent candidate for your esteemed program.

During his time here, Andrew has consistently demonstrated a strong work ethic and a dedication to success. His efforts have produced high quality results time and time again. Last year, Andrew developed and successfully implemented a plan to streamline our production department. The plan was a major undertaking, requiring a great deal of thought and effort on Andrew's behalf.

Though Andrew is my assistant, he is also in an unofficial leadership role. Many of his co-workers seek his advice and support. Andrew is always there for them and is quite comfortable in the role. I feel his budding leadership abilities will become even more effective in a business school setting.

For these reasons, I highly recommend Andrew Fuller as a candidate for your MBA program. If you have any questions regarding Andrew or this recommendation, please contact me.

Sincerely,

John Thomas Operations Manager Tri-State Directories

例四

Dear Sir:

Esti worked for me as my assistant for one year. I recommend her without qualification for your entrepreneur program.

While working in commercial production, I often relied on Esti to put together creative presentations, for which she described and outlined the artistic approach to the project, researching illustrations and photographic reference materials. Her creativity, resourcefulness, and ability to see a project through really made these presentations distinctive and successful.

When we went into production on the feature film Hotcha, Esti was able to observe every step of the process, sitting in on meetings and working with people in all areas of the production from the moment the production was set in motion through the release of the film ten months later.

During this time, she was an effective communicator, often serving as my liaison to scattered members of the crew. She also coordinated projects involving numerous people, and her ability to work collaboratively while guiding the project quickly and effectively was outstanding. For example, when we suddenly needed to reconceive several action sequences that had already been storyboarded, Esti quickly found a new storyboard artist on location and worked with him, the stunt coordinator and the cinematographer through several drafts to make sure the new sequences worked, and then communicated with crew members from all departments, making sure everyone was up-to-date on the changes that were relevant to them. She even jumped in to draw a few last-minute storyboard changes herself.

Esti's sensitivity, diligence, energy and sense of humor made working with her a joy. I highly recommend her as a welcome addition to the program.

Sincerely,

Jeff Kook

例五

To Whom It May Concern:

It is with great pleasure and enthusiasm that I am writing to endorse Alice's application to your program. For the last 25 years at Blackmore University, I have been an ethics professor, as well as mentor to many interns and business students. I hope my perspective will be helpful to you as you evaluate this exceptional candidate.

My first contact with Alice was during the summer of 1997, when she organized a summer conference outside of Los Angeles for teenagers interested in communication skills. During the course of the week, Alice presented material with such ease and humor that she set the tone for the entire workshop. Her creative ideas for presentations and activities were inventive and entertaining; they were also astonishingly effective.

With participants from a variety of backgrounds, there was often conflict, and occasionally confrontation. While setting limits, Alice managed to respond consistently with respect and compassion. The experience had a profound effect on the participants and, because of Alice's exceptional skill and professionalism, she has been invited by many schools to offer similar management workshops

During the time I have known Alice, she has distinguished herself as a conscientious and energetic pioneer in the fields of leadership and management. I have enormous respect for her teaching and leadership skills, and have been pleased to work with her on many occasions.

I know of Alice's continued interest in programs related to leadership and management development. She has instituted many impressive programs for her peers, and it has been an honor to consult with her on some of these projects. I have the greatest admiration for her work.

Your program of study sounds ideally suited to Alice's needs and talents. She will be coming to you with the qualities of a natural leader: genuineness, intelligence, and integrity. She will also bring her interest in scholarly research and program development. Just as importantly, she would come with an enthusiasm for both learning and networking, as well as a resolute desire to understand new theories and ideas. It is exciting to think of the ways in which she might contribute to your program.

I urge you to carefully consider Alice who is, quite simply, the most remarkable young leader I have ever met.

Sincerely,

Professor Aries St. James Blackmore University