

Recommender's contact info
Recommendation should ideally be on company
letterhead

[SENDER'S NAME]
[SENDER'S ADDRESS]
[SENDER'S CONTACT NUMBER]
[SENDER'S EMAIL ADDRESS]

[DATE]

[RECIPIENT'S NAME]
Office of the Registrar
[NAME OF THE GRADUATE SCHOOL]
[ADDRESS]

Dear Mr./Ms. _____:

I highly recommend [NAME OF THE CANDIDATE] as a candidate for graduate school. I have worked with _____ in my capacity as [POSITION] of the Department of [DEPARTMENT] at [NAME OF THE SCHOOL].

While he/she was a student at the university, _____ was able to maintain a GPA of [GPA] while taking a full load of classes as well as seminars. He/she is a consistent honor student, and while he/she was under me, he/she excelled as the top student. Other instructors and professors in the same department talk highly of his/her performance.

In addition to him/her being a dedicated student, he/she also worked at _____ in various job positions to help him/her with all the expenses.

He/she does the tasks given to him/her with a positive attitude. He/she is able to establish camaraderie and wonderful rapport with people of all ages and has excellent written and verbal communication skills.

He/she would be a valuable asset to your program and I highly recommend him/her. If you have further questions regarding his/her background or qualifications, please do not hesitate to contact me.

Sincerely,

[NAME AND SIGNATURE]

Recipients info (if
you know it)

Formal greeting:
To whom it may concern
To the admissions committee
If you have a specific name, try to
use it, with the formal title

Strong
statement of
support

•2-4 attributes
that make the
student stand out

•Chosen skills
should reflect
skills they will be
using in their
future role

•Each paragraph
should reflect
one skills

Restate your
support and offer to
answer additional
questions.