

## - SAMPLE LETTER OF RECOMMENDATION - (PROFESSIONAL REFERENCE)

Mark Peterman  
SRR  
Marketing Dept.  
Vice President  
15280 Dahlia Blvd.  
San Diego CA 92106  
USA

Letterhead/address of person  
writing recommendation letter

**University of Aarhus**  
**Centre for University Studies in Journalism (CJU)**  
Bettina Andersen  
Helsingforsgade 14  
8200 Aarhus N  
Denmark

Applicant's Name

**RECOMMENDATION LETTER FOR *Anastasia Muster***  
**Program: *Master in „Journalism, Media and Globalisation“***

Program applicant is  
applying to

TO WHOM IT MAY CONCERN:

I am writing this reference at the request of ***Anastasia Muster***, who is applying for admissions to the *Master in „Journalism, Media and Globalisation“* at Aarhus University, Denmark.

Information about: person writing recommendation letter (i.e., professional position) as well as about company (what field, what products, etc.); how long and in what capacity he/she has known the applicant; etc.

Specific information about the applicant and his/her qualifications:

- Assessment of applicant (why applicant would be a good candidate for this program)
- Applicant's position and responsibilities in the company
- Professional achievements/awards
- Strengths/weaknesses
- Etc.

Summary of assessment (overall professional judgement of applicant)

Sincerely,