

December 19, 201x

Dr. Smith
Director of Admissions
Graduate School University
101 Grad Avenue
GradTown, WI, 10000

Dear Dr. Smith:

I am writing to you in support of Mr. Stu Student and his desire to attend Graduate School University for the Basket Weaving program. Though many students ask me to make this request on their behalf, I only recommend students whom I feel are well-suited for the program of their choice. Mr. Student is one of those students and therefore, I highly recommend that he be given the opportunity to attend your university.

As professor of the Basket Weaving Department at Undergrad University, I work with many students who have substantial knowledge of basket weaving. Mr. Student has consistently shown such a strong desire to learn basket weaving that I simply could not turn down his request for a recommendation.

I first met Mr Student in my Intro to Basket Weaving course during the Fall 2010 semester. Compared to the class average of 70, Mr. Student earned a 96 in the class. Mr. Student was evaluated on [explain basis for grades, e.g., exams, papers, etc.], in which he performed exceptionally well.

Stu is an outstanding individual with a strong character. He has the ability to produce impressive results in a wide variety of areas. Stu is/has [list of positive traits/skills, e.g. organized, motivated, etc.]. I have seen astonishing results on complex projects that offered great

attention to detail where quality was never compromised. Additionally, he has a very positive attitude and truly embraces learning all there is to know about basket weaving.

Though Stu has consistently exceeded in all areas of his coursework, the best example of his intelligence shone through [paper/presentation/project/etc.] on theories of basket weaving. The work clearly showed his ability to deliver a clear, concise, and well-thought presentation with a new perspective by demonstrating [embellish here]. In addition to his coursework, Stu also dedicated some of his] time volunteering at [Club or Organization Name]. His position required him to [list of tasks]. He felt volunteering was an important leadership role, in which he learned [list of skills]. The skills acquired through volunteering will be beneficial to all of Stu's future endeavors. Stu has the ability to manage and organize his time and schedule around different activities without having them interfere with his work. school.

I believe Stu is destined to be a leader in basket weaving, and therefore is an excellent candidate for your school. I highly recommend that you consider his application, as he will be a great asset to your program. I'm sure you will find him to be a student whose talents will only grow. If you would like further information, please feel free to contact me.

Sincerely,

Tea Cher, Ph.D.

Professor
Undergrad University