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## Recommendation Letter T emplate

Dear **[Name of Employer or Graduate School Committee]** :

I am pleased to write a letter of recommendation for **[name of student]** . I highly recommend **[name of student]** to your organization for the position of **[job title]** .

I have known **[name of student]** for the past **[number of months, semesters, years]** as **[he/she]** has taken the following courses that I teach: **[list courses, give brief description of content of course]** . As **[his/her]** professor, I have had an opportunity to observe **[his/her]** participation and interaction in class and to evaluate **[name of student]'s** knowledge of the subject matter . **[He/she]** is an outstanding student in all respects. **[Name of student]** has proven that through hard work, follow through, and team work, **[he/she]** can accomplish tasks in a courteous and timely manner .

**[Give one or two specific examples of the student's performance. Also, list other activities that the student is involved with at the university and outside of the university . Point out the areas in which this individual has learned and had the c hance to grow with these opportunities.]**

**[Name of student]** is well equipped to grow from challenges that **[he/she]** is presented with. **[His/her]** **[list three key traits (examples: patience, teaching ability , strong computer programming skills...)]** , prepare **[him/her]** beautifully for your **[company/organization/school/program]** . I strongly endorse making **[name of student]** a member of your team at **[list company name/school/program]** .

Sincerely,

**[Your Name]**

**Phone number**

**Email Address]**

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### Did You Know?

Seventy percent of first-year students are from diverse backgrounds

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### Contact Us

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