Your Name

Your Street Address

Your City, State Zip

Current Date

Recipient Name and Title

Company Name

Street Address

City, State, Zip

Dear Recipient Name:

I am pleased to recommend Stacy Alim for a position with your company. I have known Stacy for two years as she progressed through the Business Administration program at Lake Charles Community College.

Stacy is a very honest, responsible, motivated, and intelligent student. She always takes leadershp roles in class, but is very willing to learn from others. She was recently named the Outstanding Business Student at LCCC and also earned a spot in the Top 100 Community College Students in the nation. In addition to her excellent scholastic accomplishments, she has proven her leadership ability by organizing a softball league in Minnesota to provide an opportunity for young people to compet and learn good sportsmanship.

Stacy would be an asset to any organization and she has my wholehearted support. I am happy to serve as a reference for her.

In my opinion, her most outstanding character traits are her judgment, intelligence, work ethic, and drive for excellence. As one of our top students, I hope you will give her every consideration for employment in your organization.

Sincerely,

Your Name

Title