

Greeting & Recipient

Dear [Admissions Committee], I am pleased to recommend [Candidate Name] for consideration at [Institution / Program].

Candidate

I have known [Candidate Name] for [time period] as [relationship], during which they consistently demonstrated curiosity, discipline, and integrity.

Recommender

Sincerely,
[Your Full Name]
[Title], [Department / Organization]
[Email] • [Phone]

General Assessment

[Candidate Name] approaches complex assignments with a thoughtful, methodical process and takes initiative when challenges arise.

Comparison with Peers

Compared to cohorts I have supervised in the past five years, [Candidate Name] is within the top 5–10% for analytical rigor and reliability.

Skills & Traits

[Candidate Name] stands out for ownership, collaboration, and clear communication. They coordinated a 4-person team to deliver a capstone project two weeks early while maintaining quality.

Program / School Fit

[Candidate Name] aligns well with your program's emphasis on rigor and cross-disciplinary collaboration.

Final Endorsement

In conclusion, I strongly recommend [Candidate Name] for your program. I am confident they will contribute meaningfully to your scholarly community.

Date