

## 英文推荐信范文

### Sample 1:

To Whom It May Concern:

I have had the distinct pleasure of having Kaya Stone as a student in my debate classes and on my debate team for three years at Eastern Little Hope High School.

Kaya has been more than the ideal student. In order to achieve the highest grades and my deepest respect, she has demonstrated outstanding leadership and maintained a clear sense of purpose.

The academics at Eastern Little Hope are most challenging, and Kaya fulfilled all the requirements with the added challenge of honors and advanced courses. Kaya is an outstanding extemporaneous speaker and debater. She has won many awards on the speech and debate circuits, and qualified for national tournaments. Success in these interscholastic activities requires extensive research and persuasive skills. Kaya also holds the degree of Special Distinction, as a member of the National Forensic League.

Due to its nature of metro, state, and national interscholastic competition, the successful high school forensics student serves by not only representing his or her school but also by representing his or her community as well. One of the requirements in my advanced class is to prepare lectures and guidance for the beginners. With Kaya's superior knowledge and involvement in the political sciences, she developed a strong sense of confidence with a charming attitude. Therefore, I could always depend on her to set the best example as an instructor. Because of her natural leadership abilities, Kaya was selected as our Debate Captain. On account of her mature approach to her responsibilities, I often thought of Kaya as a colleague.

Since her classmates, my fellow teachers, and I will always hold her in the highest esteem, I sincerely recommend Kaya Stone as the ideal candidate for matriculation at Eastern Little Hope State.

Respectfully submitted,

Dan Peel, Ph.D.

### Sample 2:

As the Director of the Bay Area Community Center, I work closely with many of the community volunteers. I consider Michael Thomas to be one of the most studious and responsible members of our organization. After three years time, I have come to know him well and would like to recommend him as a candidate for your undergraduate program.

Michael is a dedicated member of the Bay Area community and has donated countless hours of his time to the Center. He has not only worked with members of the community, he has also helped to implement plans and programs that will enrich the lives of those around him.

Michael's leadership and organizational skills have been invaluable to these programs, most of which have been started from the ground up.

For example, the children of the Bay Area are now able to benefit from a multitude of new after-school and tutoring programs, while the elderly members of our community can now apply for grocery deliveries that did not exist previously.

In my opinion, Michael's unwavering devotion to his community exemplifies strong moral fiber and character. He is a trustworthy individual and would be an excellent candidate for your school.

Sincerely,

John Flester  
Director, Bay Area Community Center

### **Sample 3:**

To Whom It May Concern:

Cheri Jackson is an extraordinary young woman. As her AP English Professor, I have seen many examples of her talent and have long been impressed by her diligence and work ethic. I understand that Cheri is applying to the undergraduate program at your school. I would like to recommend her for admission.

Cheri has outstanding organizational skills. She is able to successfully complete multiple tasks with favorable results despite deadline pressure. As part of a semester project, she developed an innovative collaborative novel with her classmates. This book is now being considered for publication. Cheri not only headed the project, she ensured its success by demonstrating leadership abilities that her classmates both admired and respected.

I must also make note of Cheri's exceptional academic performance. Out of a class of 150 students, Cheri graduated with honors in the top 10. Her above-average performance is a direct result of her hard work and strong focus.

If your undergraduate program is seeking superior candidates with a record of

achievement, Cheri is an excellent choice. She has consistently demonstrated an ability to rise to any challenge that she must face.

To conclude, I would like to restate my strong recommendation for Cheri Jackson. If you have any further questions regarding Cheri's ability or this recommendation, please do not hesitate to contact me using the information on this letterhead.

Sincerely,

Professor William Dot

**Sample 4:**

**To Whom It May Concern:**

This letter is to serve as my formal recommendation for Andrew Fuller. Andrew has been my direct assistant for several years. He has been interested in obtaining an MBA degree for some time now and I feel that he would be an excellent candidate for your esteemed program.

During his time here, Andrew has consistently demonstrated a strong work ethic and a dedication to success. His efforts have produced high quality results time and time again. Last year, Andrew developed and successfully implemented a plan to streamline our production department. The plan was a major undertaking, requiring a great deal of thought and effort on Andrew's behalf.

Though Andrew is my assistant, he is also in an unofficial leadership role. Many of his co-workers seek his advice and support. Andrew is always there for them and is quite comfortable in the role. I feel his budding leadership abilities will become even more effective in a business school setting.

For these reasons, I highly recommend Andrew Fuller as a candidate for your MBA program. If you have any questions regarding Andrew or this recommendation, please contact me.

Sincerely,

John Thomas Operations Manager Tri-State Directories

**Sample 5:**

**To Whom It May Concern:**

I would like to take an opportunity to offer a formal recommendation for Jane Glass.

As the Senior Coordinator for Heartland Commerce I have known Jane for approximately two years and feel that she is a deserving candidate for your business school program.

Jane joined our organization as an entry-level customer service representative. Demonstrating an incredible initiative and a strong dedication, she moved up the ranks quickly. After only six months, she was promoted to team leader. The board could not help but notice how successful she was in her new position and quickly offered her another promotion, making her part of the executive management team.

Jane leads by example and many people here find her enthusiasm and dedication both inspiring and motivating. As part of the executive management team, Jane has worked hard to build authentic relationships with the employees. Her efforts have created a happier and more productive team.

I believe Jane exhibits many of the qualities that are essential to business managers and business students. An education at your esteemed business school will help her hone these qualities, while enhancing her career opportunities. I highly recommend Jane Glass for your program and hope that you will carefully consider admission application.

Sincerely,

Debra Max Senior Coordinator Heartland Commerce

### **Some tips on writing a letter of recommendation**

A good recommendation letter can be an asset to your college application. During admissions, most business schools- undergraduate and graduate- expect to see at least one, preferably two or three, recommendation letters for each applicant.

Recommendation letters provide admission committees with information that may or may not be found in your application, including academic and work achievements, character references, and personal details that set you apart from other applicants. Essentially, a recommendation letter is a personal reference that explains why the school should recognize you, your achievements, and your character.

Just as a good recommendation letter can be an asset, a bad recommendation letter can be a hindrance. Here are some do's and don'ts to keep in mind when securing your recommendation letters:

#### **Do's**

- Do choose someone who knows you well enough to give you a recommendation.
- Do get recommendations from employers, professors, school administration, and anyone else who is familiar with your work ethic.
- Do ask for the recommendation in person, rather than sending an email.
- Do tell the letter writer why you need the recommendation letter.
- Do mention specific things that you would like to see included.
- Do send a thank you note afterwards.
- Do keep copies of the letter.

You may need to use it again in the future.

### **Don'ts**

- Don't wait until the last minute. Secure letters of recommendation as soon as possible.
- Don't ask someone to lie.
- Don't ever forge signatures.
- Don't choose someone only for their title. Pick someone who has a title AND knows you well.
- Don't choose someone who is a poor writer.
- Don't hesitate to get as many recommendation letters as possible. Choose the ones that show you in the best light.
- Don't be surprised if the person you are asking for a recommendation letter asks you to write a letter that they will later modify and sign. This is a common practice.
- Don't forget to say please and thank you. A letter of recommendation is a valuable resource.

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## **Good Letters vs Bad Letters**

Most business schools request to see at least two letters of recommendation during the application process. Recommendation letters provide admission committees with information that may or may not be found in your business school application, including academic and work achievements, character references, and personal details.

### **Good Business School Recommendations**

A good recommendation letter will supplement your business school application. It will also provide specific examples of your accomplishments and/or work ethic.

It is very important to choose the right person to write your business school recommendation. Do not pick someone based on their name and title alone. It will hurt you in the long run. You will be much better off choosing someone who knows you well. This person will be able to provide you with an honest, detailed, and heartfelt recommendation.

The best business school recommendations come from someone who writes well, speaks highly of you, and gives specifics that back up their claims.

### **Bad Business School Recommendations**

Business school recommendations that are poorly written can and will make you look bad. Before turning in your recommendation letter, make sure that it is up to par. Begin by checking for spelling and grammar errors. Then, think about your business school application and essay(s). Does the content of the letter support what you said previously? It should. If there are any contradictions, fix them before turning in your documents.

Finally, evaluate the accuracy of the recommendation. Does it properly reflect your character and work ethic? If not, get letter from someone else. You should never turn in a business school recommendation unless you are completely satisfied with it.