Graduate School Recommendation Letter Format

(For Technical Supervisor / Tech Lead – M.S. in Computer Science)

Recommender's Contact Information
Full Name
Title (e.g., Technical Lead / Engineering Manager)
Organization
Email Address
Phone Number

Date

Salutation
If addressing the admissions committee directly:
Dear Graduate Admissions Committee,

First Paragraph – Professional Relationship & Qualification
Explain your role in the organization, your professional experience, how long you have supervised the candidate, and in what technical capacity you have worked together. Establish that you have direct knowledge of the candidate's technical abilities and are qualified to evaluate their computer science skills in a professional environment.

Second Paragraph – Technical Contributions & Computer Science Skills
Describe specific projects the candidate worked on, the technical complexity involved, and their ownership and impact. Focus on concrete examples demonstrating distributed systems design, event-driven architecture, API abstraction, concurrency handling, scalability considerations, fault tolerance, performance optimization, clean architecture, and modular design. Emphasize demonstrated computer science fundamentals rather than general personal traits.

Third Paragraph – Readiness for Graduate Study
Connect professional performance to graduate-level capability. Comment on analytical thinking, structured problem decomposition, intellectual maturity, ability to handle complex systems, and potential to succeed in rigorous computer science coursework.

Summary
This section should provide a clear and confident endorsement of the candidate. Briefly summarize why the individual is well-suited for graduate study in Computer Science, emphasizing technical competence, analytical ability, and readiness for advanced coursework.

Strong recommendation language is encouraged, such as:
- "I strongly recommend the candidate for admission."
- "I recommend the candidate without reservation."
- "The candidate has my highest professional recommendation."

A confident and explicit endorsement reinforces the strength of the overall letter.

Conclusion
Offer to provide further information if needed. Include contact details (email and phone number) either here or in the signature.

Sincerely,
Recommender Name
Title
Organization