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To Whom It May Concern:

It is my pleasure to strongly recommend [Applicant Name] for [position with Company Name or acceptance to Institution Name].

I am [Your Name], a [your position] at [Institution or Company]. I have [number] years of experience working in [your industry or academic focus] and have seen many young professionals come and go. [Applicant Name] is one individual I have worked with who uniquely stands out.

During our time together, [Applicant Name] displayed great talents in [skill, trait, experience, class, etc.]. When we first met, I was immediately impressed with [Applicant's Name], but during the time we worked together, her understanding of [key topic] grew far more than that of her peers.

[Insert personal story elaborating on key skills, trait, experience].

It's not just her technical skills that impress me, however. [Applicant Name] was a joy to work with because of her amazingly positive attitude and [positive trait]. Her [positive trait] and [positive trait] were also necessary and valued not just by myself, but by her peers, who often relied on her to get the job done.

I am absolutely confident that [Applicant Name] would be a great fit for your [Institution/Company]. Not only will she bring the kind of skills and experiences you're looking for in an applicant, but she will also quickly become an asset and help your [Institution/Company] grow in any way she can.

If you need more information or specific examples, please do not hesitate to contact me at [contact information]. As a recommendation letter likely only provides a snapshot of her talents and achievements, I would be happy to further elaborate on my time working with her.

Sincerely,
Gilles Gerlinger