

Recommendation Letter Guideline

First and foremost, things to consider before even writing:

1. Ask the details of the job description/position/major/scholarships they are aiming to apply. This will give a strong framework for building your recommendation letter.

Let's go into the details! It must:

1. *Typed in business format.* Basically it contains referee's contact information, date, formal salutation, and the signature. This is important.
2. *Explain how you know the person.* How long have you known them? How is your basic relationship with them? Give a clear, summarized comment about how you think about them in this paragraph.
3. *Focus on one or two traits.* This is the most important. What are they most notable for? Their hard-working attitude? Their astuteness in giving opinion? Their humility? Their clean-cut execution? Their innovative ideas? Their versatility? Their adaptability in the new environments? Their leadership? This list can go on and on, **but you must choose one/two.** Build the recommendation letter from this with supporting and anecdotal evidence.
4. *Not give a normal tone.* Really. Just go for 'super-recommending' this person or whatever. Do not limit yourself to just like: "I recommend this person." Give strong superlatives in your opinions. Make them stand out.
5. *Provide a contact information.* Do not forget to give referee's contact so that the committee can ask them for any further information about the candidate.

Further things to consider:

1. Please make sure that the letter don't go into too much detail. Avoid things outside academic contexts (if they are asking for an academic recommendation) or professional contexts (if it is for manager/supervisor recommendation).
2. PRO TIP. Things to emphasize in the academic letter:
 - a. Applicant's academic ability relative to their peers. "Farhan is included in the top 5% of all students I've ever taught." or something along those lines.
 - b. Applicant's capability to complete Master's/Doctoral Degree in referee's institution.
 - c. Applicant's performance in the research settings, from planning, execution, to results presentation.
 - d. Applicant's fluency in English, both written and verbal.
3. PRO TIP. Things to emphasize in the professional letter.
 - a. Applicant's leadership and man management.
 - b. Applicant's experience in handling particular job description.

Best phrases to use in the letter!

1. How to say how you know the person:

*am honored to support him as a candidate
am pleased to provide a reference for
am delighted to be called upon
am happy to recommend
am pleased to comment on
can offer only the highest recommendation for
first became acquainted with
first came to my attention when
has worked directly under my supervision
has been a pleasure to supervise
have known Ms. Doe for
have no hesitation in recommending
have been his supervisor since
her performance as a
his qualifications and performance
have had the opportunity to
in the past two years
is a pleasure to recommend
was a student in two of my classes*

2. How to describe his qualifications:

*a creative problem-solver
always cheerful and dependable
always behaves professionally
broad range of skills
can attest to his integrity
careful attention to detail
comments are well thought out and clearly articulated
communicates her ideas clearly
communicates effectively in writing
completely loyal and trustworthy
demonstrated particular strengths in
follows tasks through to completion
gets along well with others
handles responsibility well
has a take-charge personality
has a flair for organization
her sensitivity and concern for others
is innovative and creative
is a tireless worker
is mature beyond her years
is intelligent and ambitious
is personable and easy to work with
keeps calm under pressure
meticulous attention to detail
one of our finest, most well-rounded undergraduates
outstanding leadership abilities
punctual and hard working
self-motivated individual
wide-range knowledge of*

willing to go beyond what is required
willing to take on new responsibilities
works efficiently and effectively
works independently and effectively
works well with little supervision

3. How to give strong endings:

every confidence in her ability to
give my unqualified recommendation
has always proved satisfactory
has my highest recommendation
have admiration and respect for
have no reservations in
hope this information proves helpful
if I can further assist
if you have further questions
if you need additional information
if you would like more information
recommend without reservation
recommend her very highly
request your favorable consideration of
should be given serious consideration
should you have any questions
will meet your expectations
will be successful in any enterprise he undertakes
will be a credit to your
will measure up to your high standards
will be a great addition to
would be an asset to your program
would be a valuable addition to

Recommendation Letter Example

Jon Snow
Contact Info

3 July 2019

Dear Committee,

It is a great pleasure for me to recommend David for admission to MIT. He is one of the most extraordinary students I have encountered in 20 years of teaching. I taught David A.P. Calculus last year as a tenth grader, and he was one of the very top students in an extremely able group of mostly seniors.[1] has a high aptitude for math and was very much involved in his work, applying himself with persistence and dedication and often going beyond the regular class assignments.

David's abiding interest, however, is computer science.[2] He has developed a series of "strands" for use in providing computerized drill and review in the basic skills and techniques of algebra and arithmetic and has recently adapted these to other subjects. David's work in this area has been so original and significant that he has published a paper on it and delivered several lectures to professionals in other parts of the country. This is a phenomenal accomplishment for anyone, especially a young man in rural Arkansas.[3] It is also worth noting that both last year and this year David taught computer programming to a tenth-grade class of mine for two weeks. He took over completely, preparing lectures, assignments, and tests with great care and thought. His lectures were clear and well organized, and it was obvious that he had expended a great deal of effort to make the course the success that it was.[4]

David's personal qualities are as impressive as his intellectual accomplishments.[5] An extremely kind, sensitive and sensible boy, he has a difficult family situation for a few years now. He provides emotional support to his mother through her battle with cancer without allowing the situation to undermine his own stability and accomplishments. He has exhausted all that we have to offer him in this small community, and the maturity that he has

demonstrated leads me to believe him capable of entering college a year early, as he now plans to do. I sincerely hope that you will be able to offer him a place in MIT's freshman class.[6]

Signature

Comments:

From this recommendation letter alone, we can see that there are two defining qualities of David: His intellectual ability, and his emotional maturity. Just that, and the writer gives elaborate evidence for each of the foci.

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