



Room xxx, Academic Building  
School of Information Science and Technology  
NorthEast Normal University  
No.2555 Jingyue Street, Nangan District  
Changchun, P. R. China, 130117

May 19, 2024

## Recommendation Letter for Ms. Lili Liang<sup>1</sup>

To Whom It May Concern:

Paragraph One: I am a professor of the School of Information Science and Technology at North-East Normal University. ....

Paragraph Two: State the reason for the letter, name the position or type of work you are applying for and identify the source from which you learned of the opening (i.e. career development center, newspaper, employment service, personal contact).

Paragraph Three: Indicate why you are interested in the position, the company, its products, services - above all, stress what you can do for the employer. If you are a recent graduate, explain how your academic background makes you a qualified candidate for the position. If you have practical work experience, point out specific achievements or unique qualifications. Try not to repeat the same information the reader will find in the resume. Refer the reader to the enclosed resume or application which summarizes your qualifications, training, and experiences. The purpose of this section is to strengthen your resume by providing details which bring your experiences to life.

Please do not hesitate to contact me if you need me to provide more information.

Sincerely yours,

*sign your name*

xxx, Professor  
School of Information Science and Technology  
NorthEast Normal University  
Phone: (86) 10-xxxx-xxx  
Email: xxx@nenu.edu.cn  
Website: <https://ai.nenu.edu.cn>

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<sup>1</sup>Lili Liang. "NENU Letter Template" Proceedings of Overleaf. Overleaf Gallery, 2024.