

Sample Letter of Recommendation
Advisor/House Corp/GP

August 1, 2011

American Leadership Academy
Post Office Box 245
Zionsville, IN 46077-0245

RE: John B. Doe

To Whom it May Concern:

It is my pleasure to write this letter of recommendation for John B. Doe, a student at Midwestern University and a member of the Phi Kappa Psi Fraternity. I highly recommend John as an attendee for the Cabo Leadership Experience and have confidence it will be a formative experience for him.

John is an active and hard-working member of the chapter at Midwestern. He has served the chapter on several committees, including rush, intramurals and philanthropy, and is a leader among his peers. He has lived in the house both years since joining and is a member in good standing, paying his bills on time each term.

I fully expect John will run for elected office this next term and hope the ideas and skills he brings back from the Cabo Leadership Experience will enable him to be a stronger and more confident leader for the chapter. I further hope that this experience with his classmates will help produce a critical mass of creative, ethical thinkers within the chapter, to improve our chances for future success.

Please contact me if I can provide any further information. I'm sure you will enjoy having John as a part of your program.

Sincerely,

Charlie Moore
President, Midwestern House Corporation

Sample Letter of Recommendation
Faculty or Employee

August 1, 2011

American Leadership Academy
Post Office Box 245
Zionsville, IN 46077-0245

RE: John B. Doe

To Whom it May Concern:

I write to recommend John B. Doe as a candidate for the Cabo Leadership Experience. I've talked with John about this opportunity and know that he is looking forward to meeting and hearing from successful individuals and learning new skills to help him grow.

John is one of my students and, though I have not known him long, I have found him to be smart, ambitious, optimistic about the future, and always eager to learn. I've also enjoyed his ability to think creatively and to ask excellent questions when in open discussion. In my mind, those are characteristics necessary to successful leaders.

I hope you will support John's participation, help him get the most from the program, and return him with ideas and energy to apply to his school and life. I look forward to having a good discussion with him when he returns, to determine what changes he has embraced.

Sincerely,

Tom Campbell
Professor
Department of History

NOTE: Any letter of recommendation should include information that highlights: 1) How you are known by the person writing the letter (friend, family, job, school, etc.); 2) The confidence the writer has in your ability to attend and learn from the program, and; 3) A brief statement of your talents, skills, ability and character. If the writer really can't say anything about you, you don't have a relationship and the reader will easily see that.