

Letter of Recommendation

For: <Student's Full Name>

Date: <Today's Date>

To: Graduate Admissions Committee

I am writing this letter to recommend my former student <Student's Full Name> who is applying for the <program name> in your school.

I met <Student's First Name> in <First Semester> when he enrolled in my "<First Course Taken>" course.

<Student's First Name> earned <letter grade> from this tough course, and this shows how knowledgeable and hard worker <he/she> is.

{If the student took more courses with this professor, the coma-separated list of them plus the grades earned are listed in the following paragraph.}

[<He/She> also earned "<letter grade>" from my "<course name>"[, "<letter grade>" from my "<course name>"[, ...]]] <course/courses>.

<Student's First Name> <Coma separated Academic Characteristics>.

<He/She> was always <Coma separated Personal Characteristics>.

{Keep the following paragraph here just in case the student developed a term project. If not, it can be deleted by the user during editing.}

Furthermore, I noticed from the term project result, <he/she> developed leadership, time management, and problem-solving skills. <He/She> worked effectively with the team members and delegated tasks appropriately. They were able to deliver a successful project in a timely fashion.

I believe that <Student's First Name> has the capacity to excel at higher education program and this is my pleasure to highly recommend him.

Please do not hesitate to contact me with further questions.

Very Respectfully,

<Professor's Full Name>

<Professor's title>

<School's name, department's name>

<Professor's email address>

<Professor's phone number>