

Letter of Recommendation / Reference Letter for Graduate School
(Important Details Changed)

To Whom It May Concern:

I highly recommend Person Y as a candidate for graduate school. I have worked with Person Y in my position as Associate Director, Name College.

While a student at Name College, Person Y was employed in various positions including teaching a museum program to fourth grade classes in the Town Z School District, teaching both adults and children to ride horses, and managing horse show participation for a local riding stable. She accomplished all these tasks with great initiative and a positive attitude.

Person Y has a wonderful rapport with people of all ages, especially the "at-risk" children she worked with at Impoverished District School and Child and Family Center. Person Y has a special talent working with the children who need more guidance and support than those typically found in a traditional classroom setting.

Her ability to connect with her students and her talent at teaching simple concepts, as well as more advanced topics, are both truly superior. She has excellent written and verbal communication skills, is extremely organized, reliable, and computer literate.

Person Y would be a tremendous asset to your program, and I recommend her to you without reservation. If you have any further questions with regard to her background or qualifications, please do not hesitate to contact me.

Sincerely,

Recommender for Person Y