Jane Doe

123 Main Street, Anytown, CA 12345 · 555-555-5555 · jane.doe@email.com

September 1, 2018

Jeff Lee

Office of the Registrar

Acme School

123 Business Rd.

Business City, NY 54321

Dear Mr. Lee,

I highly recommend Emily Smith as a candidate for graduate school. I have worked with Emily in my capacity as Education Department Chair at Salitus College.

While a student at Salitus, Emily maintained a 3.98 GPA while taking a full load of honors classes and seminars. She excelled as the top student within the senior-level Teaching Methods course I teach; her other instructors in our department speak highly of her performance in their classes, as well.

In additional to her classwork, Emily was also employed in various positions including teaching a museum program to fourth-grade classes in the Saratoga Springs 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 with a very positive attitude. Emily has a wonderful rapport with people of all ages, especially the "at-risk" children she worked with at Carroll Hill School and Prospect Child and Family Center. Emily 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.

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

Sincerely,

Jane Doe

Chair, Department of Education

Alexandra Janning

123 Main Street, Anytown, CA 12345 · 555-555-5555 · alexandra.janning@email.com

September 1, 2018

Jane Doe

Chair, Department of Education

Salitus College

123 Business Rd.

Business City, NY 54321

Dear Dr. Doe,

Thank you very much for the reference to Anycity Graduate School. I learned so much from you during my undergraduate career at Salitus, and I believe your faith in me gave me the confidence to achieve more than I thought possible.

I just learned that I have been accepted into the program! I really appreciate your support and the time you took to write personally to your colleagues at Anycity Graduate School on my behalf.

Sincerely yours,

Alexandra Janning