

## Sample Reference Letter from a Teacher

Attn: Julia M. Jones  
Re: Katie Kingston

Dear Ms. Jones:

I am writing this reference at the request of Katie Kingston who is applying for Student Volunteer Program at St. Francis Hospital this summer.

I have known Katie for two years in my capacity as a teacher at Smithtown Middle School. Katie took English and Spanish from me and earned superior grades in those classes. Based on Katie's grades, attendance and class participation, I'd rate Katie's academic performance in my class as superior.

Katie has a number of strengths to offer an employer. Katie is always interested in supporting others. For example, this year when we worked on our class community service project, Katie was helpful to me in collecting and organizing the food for the food pantry here in Smithtown.

In conclusion, I would highly recommend Katie Kingston. If her performance in my class is any indication of how she'd perform in your position, Katie will be a positive addition to your organization. If you should ever need any additional information you can feel free to contact me at 555-5555 or by email at email@email.com anytime.

Sincerely,

Susan Samuels  
Teacher, Smithtown Middle School

## **Recommendation Letter Sample for College Student Peer Advisor**

### **Recommendation for Pam Lester**

I have had the pleasure of working with Pam Lester for 3 years while she served as peer advisor in the academic achievement office at ABCD College. Pam exhibited a wide range of skills while building a record of outstanding performance in this role. Ms. Lester mastered the often overwhelming task of learning the extensive collection of print and electronic resources we use to help clients. Pam's diligence, bright mind, inquisitive nature and unwavering commitment to helping others enabled her to achieve this success.

Ms. Lester was truly unique in her ability to empathize, establish rapport and reach a very broad range of clients from diverse backgrounds. Pam attracted a following of clients who purposefully sought her out because she had been helpful to them (much like a good professional counselor does). I have rarely seen a peer cultivate these types of relationships with clients during my 20 years of professional experience. Pam is a good listener who also can convey information clearly and effectively to individuals and groups. Her common sense, research and detective skills enabled her to find information for clients which was not easily locatable.

As you can tell, I hold Pam in very high regard and therefore can confidently recommend her for graduate study which would tap the skills referenced above. I am equally confident that she possesses the empathy, caring nature, listening skills and intellectual capacity to become a fine professional counselor. Please feel free to contact me if you would like any additional information or perspective regarding this outstanding young woman.

Sincerely,

FirstName LastName  
Director, Career Office  
518-580-5888  
email@college.edu

## **Sample Character Reference Letter**

To Whom it May Concern:

I have had the pleasure of knowing Katherine Kingston for eight years. During the years of our acquaintance, I have known Katherine in many capacities. She has been my Mother's Helper since the birth of my first child five years ago. Her responsibilities in that capacity have grown with the activity level of a now pre-schooler, and the addition of another child, now a toddler.

Katherine has also been involved with a variety of tasks at my retail business, a specialty shop fitting women for mastectomy, compression, maternity, and nursing products. Her experiences have included working on inventories, our newsletter, mailing list, and web design, as well as customer interface.

Katherine is an intelligent, capable, and personable young woman. She is always quick on her feet, with sensible reactions in all the circumstances I've seen her in. I feel confident in saying that she is capable of handling any situation with thoughtfulness and maturity.

Jill Johnson