Sample Recommendation Letter

Include courtesy title (Dr., Mr., Miss, Mrs.), first name, last name April 10, 2012 Show company, school, or organization name and street address Mr. Potential Employer Christian University **Identify** 123 Elm Street applicant Anywhere, FL 32614-0001 Establish writer's credibility Dear Mr. Employer:

Answer specific questions

It is a pleasure to provide you with the information you requested about <u>Jane Q. Student</u>. <u>Jane has been a student in several of my classes</u> as she has been working toward a Bachelor of Science degree in Medical Office Administration here at Pensacola Christian College.

Jane has excelled academically because of hard work and a dedication to excellence. The work she submits has always been of the highest quality. I strongly believe that this same dedication I see in Jane's work will continue as she serves the Lord wherever He leads her. Jane's <u>Christian character</u> is reflected in her strong work ethic and wonderful testimony to all who know her. While Jane sets high standards for herself, she also <u>works well with others</u> and is willing to help others in any way. Jane has a servant's heart that I believe the Lord will use mightily.

Jane is an excellent student, and <u>I believe that she would be an asset</u> in any position she chooses to accept. I sincerely recommend her for the position for which she has applied at Christian University.

Apply to company's needs

Sincerely,

State opinion of applicant's ability to do the job

Jane D. Faculty , Ph.D.
Office Administration Department