

Letters of Recommendation

The following are some sample phrases useful in writing letters of recommendation. Pay attention to the verb tenses and choose your own words to describe a person you know. Underlined text are examples, non-underlined words are standard formulas you can feel free to use. Remember, it always helps to ask a native speaker or check a corpus like www.americancorpus.org to make sure your wording looks natural and has the right effect.

Opening and Establishing your relationship to the referee:

- I highly recommend _____ as a candidate for a teaching position.
- I highly recommend _____ as a candidate for graduate school. I have worked with _____ in my position as Associate Director, Name College.
- I have known _____ for two years in my capacity as a teacher at Smithtown Middle School.

Describing the referee's experience:

- _____ was/has been employed in various teaching related-positions including teaching _____ to _____ at _____ school.
- _____ took English and Spanish from me and earned superior grades in those classes.

Describing the referee's qualities/skills:

- _____ has a wonderful rapport with people of all ages, especially children.
- Her ability to connect with her students is [adjective] / allows her to [verb]
- She has excellent written and verbal communication skills, is extremely organized, reliable, and computer literate.
- _____ has a special talent working with the children who need more guidance and support than those typically found in a traditional classroom setting.

Re-stating the recommendation clearly:

- I recommend _____ to you without reservation.
- _____ would be a tremendous asset to your program and I recommend her to you without reservation.

For several sample letters of recommendation for students, teachers, and more go to:
<http://jobsearch.about.com/od/referencesrecommendations/a/academic-recommendation-letters.htm>