

Letter of Recommendation

Stephen F. Austin State University | Center for Career and Professional Development

\BELOW, WE HAVE PROVIDED AN EXAMPLE/TEMPLATE FOR PROFESSORS TO CREATE A LETTER OF RECOMMENDATION FOR A STUDENT.

Dear (Name of Employer),

This reference letter is provided at the written request of (name of applicant), who has asked me to serve as a reference on (his/her) behalf. It is my understanding that (name of applicant) is being considered by (organization) for the position of (job title). Please be advised that the information contained in this letter is confidential and should be treated as such. The information should not be disclosed to (name of applicant, if applicant has waived access) or anyone in (organization) who would not be involved in the hiring decision regarding this individual. Additionally, the information should not be disclosed to anyone outside of (organization) without the consent of the applicant.

I have known (name of applicant) for the past (number of months, semesters, years) as (he/she) has taken the following courses I teach: (list courses, provide brief description of course). As (his/her) professor, I have had an opportunity to observe the student's participation and interaction in class and to evaluate the student's knowledge of the subject matter. I would rate the student's overall performance in these subjects as above average. This is evidenced by (his/her) grades – (state the grades if you have the student's written consent to disclose this information).

(One or two specific examples of the student's performance may be appropriate.) As part of (his/her) grade in (name of course), the student was required to prepare a paper. The paper was designed to measure the student's ability to research, to analyze the results of the research, and to write. (Discuss how the paper submitted by the student indicated the student's skills in these areas.) Based upon this, I rate the student's skills as excellent.

The one area in which the student performed above average was (specify skill area, e.g. oral communications). (Give specific example to support this.)

I believe the student would perform competently within (organization) and has excellent potential if challenged.

If you would like to discuss this further, please feel free to contact me.

Sincerely,

(Signature)

(Typed name)

(Title)