

Sample Letter of Recommendation

Return address (street address)

Return address (city, state, zip)

Date

Address (to whom)

Street

City, State, Zip

Dear Mr. Smith:

I have had the pleasure of working with Alicia Jones during the past two years while she has served as an Assistant in my office. Alicia has shown the ability to establish an excellent rapport with many different constituents including students, alumni, administrators, and staff. Alicia is genuinely interested in helping others and provides service in a consistently positive and helpful manner. Alicia is self-assured and calmly handles the stress associated with busy times in the office.

Alicia is exceptionally responsible and volunteers to jump in and help out with any task from the mundane to the challenging. She blends a well organized, task oriented style with the aforementioned sensitivity to the needs of our clientele. I have rarely met a student employee over the past ten years upon whom I can rely as much as Alicia.

As you can tell, I think very highly of this young woman and recommend Alicia without reservations for employment or any other endeavors she chooses to pursue. Please let me know if you have any further questions about this outstanding young woman.

Jane Doe

Title

Phone home or cell

Email address