Recommendations letter templates

Opening

I am writing this recommendation on behalf of Sasa. My name is Sherman Chui and I am a foreign lecturer of Guangdong University of Foreign Studies. I am also CEO of several companies, director of several NGOs, and have been invited to share my success in over 20 Universities in different countries.

I am writing to recommend that Sasa be accepted into your study abroad program. I have had her in three of my management courses over the past two semesters/years, and have come to respect her as a young scholar and as a person.

A value interaction

I first met Sasa when I gave an orientation speech to the freshman class of our school of International Business (approximately 400 students). At the close of the talk, I offered to follow up with those students who were eager to strive for the best and needed a mentor to help them with some guidance. Of the twenty students that vowed to make time to learn from me on how to succeed better, only two persisted after about 3 years. Sasa was one of the two.

Normally, students form teams to participate in the National Business English Contest in year 3. However, Easter starts to work 2 years earlier because she wanted to learn from the previous teams how they succeed or failed. She shadowed me at almost every coaching that I gave to the competing teams, some of which lasted till 2 a.m. in the morning. She worked hard, and volunteered to lead a market search group of students to support year 3 student team representing the school. In this role, she recruited, organized, and led a survey team that collected data from various airports and hotels. Although she had never assigned this type of assignment before, she learned quickly. The data and tabulation went on to help the competing year 3 students to win the 1st place overall in China.

Students enroll in my classes normally in year 3. However, Sasa came to audit my classes ahead of time because she wanted to learn immediately and applied the principles learned to her daily life. She was an inquisitive student, constantly asking for further clarification. In the time I knew her, she was always opened to new ideas and readily embraced advice and suggestions when made to her.

 Jade is also a student with a right attitude of life and can put into action while others only talk about. In the morning she was inspired to try new different things like challenging herself to run a 10km, and we founded out that she finished her first 10km right at the afternoon. She stood out among all students that I told to try new things and later have made excuses not to take action.

Lorraine is also a student with a right attitude of life and can put into action while only talk about. She was inspired to try new different things and she challenged herself to participate a vertical marathon/10km race. Although running was not her natural sport, she practiced hard and finished it without incidence/she accomplished the vertical marathon within 15 minutes. It was not an extraordinary record but a very good one for a beginner. The preparation and commitment to finish the race will serve as a base for the future endeavors.

Easter is willing to try new things with her openness to accept different perspectives. She challenged herself to participate a chess context. Playing chess is not easy for a language major student because it needs to think through the next three to five steps of the opponent and sometimes, think out of box. However, Easter earned my respect that she put extra work and time in it. Whenever she failed during her practice, she sought advice from me and seeing it as a chance to fix her shortcomings. As a result, she got advanced to the next level after a two-day chess contest that we took together in June, 2017.

Jade does not set a limit for herself with her openness to accept different challenges. She participated into a frisbee invitational held by the frisbee association that I was directing. As a newbie to frisbee, Jade learned fast and she brought her 3-year football experiences and teamwork spirit into this new sport. On that day, I saw her enjoy playing frisbee, worked well with her teammates which they together won the 3rd place among teams from four universities.

B Value interaction

One of the greatest strengths of Sasa is her people skill. She has a natural ability to make people very comfortable around her. I was with Sasa in the hosting party during the Asia Mensa Annual Gathering back in 2016. She received visitors from various countries and made them feel at home while visiting China for the first time. Six months since the event has passed, she still actively maintains a friendship and dialog with the visitors. This will help her succeed in the workplace

Ending

Sasa has a natural curiosity about other cultures and customs around her. She spent a year in Germany trying new things, meeting new friends and carefully thinking where she is going. When she told me about your program, her excitement and persistence to take actions was practically contagious. I believe Sasa is a very suitable candidate for your program and she will gain benefits spending time outside of China to round out her experience. I hope that she is accepted, but I will certainly miss her refreshing presence in our future gathering.