Your name

Address · 555-555-5555 · Email

March 21, 2022

College Scholars Program

University of Tennessee  
123 Business Rd.  
Business City, NY 54321

To Whom It May Concern:

It is with much enthusiasm that I recommend Joe Bloom for inclusion in the College Scholars Program at the University of [University name].

I was Joe’s instructor for multiple English classes during his four years at Morristown-Hamblen High School, including AP English his junior year. In our classes, Joe displayed a level of creativity, wit, and analytical thought that is quite rare among high school students.

His writing and research skills are truly phenomenal – for his major essay project in AP English, he researched and wrote a remarkable study of visual imagery in the works of Edgar Allan Poe.

Joe’s wide-ranging intellect is such that he would be bored by most freshman- and sophomore-level Liberal Arts courses. He is ready to assume and excel in upper division classwork, and possesses the self-motivation to successfully create and execute an independent course of honors study.

Joe’s academic strengths are complemented by his demonstrated leadership skills – he was our band’s drum major for two years and served as Vice President of the Student Council and Editor of our high school yearbook. He is also very active in his church and in the Sierra Student Coalition.

Please let me know if I can provide any more information to strengthen Joe’s candidacy for the College Scholars Program.

He has a very special spark, and I trust he will go far in making our world a better place.

Sincerely,

*Jane Evans* (signature hard copy letter)

Jane Evans

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[Your Name]

[Your Title/Occupation]

[Your Organization/Institution]

[Your Contact Information]

[Current Date]

Subject: Recommendation for [Student's Name]

Dear [Admissions Committee/Graduate School Committee],

I am writing to provide a strong recommendation for [Student's Name], who has been admitted to pursue a Master's program in Mechanical Engineering at your esteemed institution. Having closely worked with [Student's Name] during their undergraduate studies, I can confidently attest to their exceptional academic abilities, strong work ethic, and passion for the field of mechanical engineering.

Throughout their undergraduate studies, [Student's Name] consistently displayed a deep understanding of core mechanical engineering principles and a remarkable ability to apply theoretical knowledge to practical problem-solving scenarios. Their coursework performance was exemplary, consistently achieving top grades in challenging subjects such as thermodynamics, fluid mechanics, and solid mechanics. [Student's Name] demonstrated exceptional analytical skills, attention to detail, and a strong grasp of mathematical concepts, which are essential attributes for success in a rigorous Master's program.

What truly sets [Student's Name] apart is their genuine enthusiasm for exploring new areas within mechanical engineering and pushing the boundaries of their knowledge. I had the pleasure of supervising [Student's Name] during their undergraduate research project, where they undertook an in-depth investigation into renewable energy systems. Their ability to design and execute experiments, analyze complex data, and present their findings in a clear and concise manner was truly impressive. [Student's Name] demonstrated exceptional research skills and a keen ability to think critically, which are invaluable qualities for a graduate-level researcher.

Apart from their academic prowess, [Student's Name] possesses excellent communication and interpersonal skills. They actively engaged in class discussions, demonstrating their ability to articulate complex ideas effectively. [Student's Name] also actively collaborated with their peers on group projects, showcasing strong teamwork and leadership abilities. Their dedication, reliability, and eagerness to help others create a positive and productive learning environment.

Given [Student's Name]'s academic excellence, passion for mechanical engineering, and strong commitment to personal and professional growth, I have no doubt that they will excel in your Master's program. I am confident that [Student's Name] will contribute positively to the academic community through their insightful contributions, research capabilities, and dedication to excellence.

I highly recommend [Student's Name] for admission to your Master's program in Mechanical Engineering without reservation. If you require any further information or have any questions regarding [Student's Name]'s qualifications or potential, please do not hesitate to contact me. Thank you for considering [Student's Name]'s application.

Sincerely,

[Your Name]

[Your Title/Occupation]

[Your Organization/Institution]

[Your Contact Information]

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[Your Name]

[Your Title/Occupation]

[Your Organization/Institution]

[Your Contact Information]

[Current Date]

To Whom It May Concern,

I am pleased to recommend Ms. Emily Johnson for the Ph.D. program at ABC University. I have had the privilege of knowing Ms. Johnson for over six years, during which time she was a graduate student in our department. I had the opportunity to teach two courses to Ms. Johnson and collaborate with her on two research projects. Based on my interactions and observations, I believe she would be an exceptional addition to your Ph.D. program.

In the courses "Advanced Mechanical Engineering" and "Thermodynamics and Heat Transfer," Ms. Johnson demonstrated her proactive and dedicated approach to her studies. She consistently excelled in the classroom, actively participating in class discussions and demonstrating a deep understanding of complex engineering concepts.

Under my supervision, Ms. Johnson focused on two research projects: "Advanced Materials for Renewable Energy Applications" and "Optimization Techniques in Mechanical Systems." Her work on these projects resulted in significant findings, demonstrating her ability to conduct independent research and contribute to the field of mechanical engineering. Her research outcomes have been presented at several conferences and published in reputable journals.

During our collaboration, I found Ms. Johnson to be a diligent researcher with a passion for pushing the boundaries of knowledge. She consistently exhibited creativity and innovation, proposing novel ideas and applying critical thinking to solve complex engineering problems. Her exceptional analytical skills and attention to detail allowed her to make valuable contributions to our research projects.

Furthermore, Ms. Johnson possesses excellent communication and leadership skills. She effectively collaborated with fellow researchers, fostering a positive and productive working environment. She is an excellent team player, always willing to offer support and guidance to her colleagues.

In conclusion, I wholeheartedly recommend Ms. Emily Johnson as a prospective Ph.D. student for admission to your esteemed University. She possesses a strong academic background, coupled with exceptional research abilities and a genuine passion for mechanical engineering. I am confident that she will thrive in your Ph.D. program and make significant contributions to the field. Should you have any further inquiries, please do not hesitate to contact me.

Sincerely Yours,

[Your Name]

[Your Title/Occupation]

[Your Organization/Institution]

[Your Contact Information]