

Address of Institution

Date

Dear _____,

Recommendation Letter for Sandra Mayer

It is a great pleasure for me to write this letter of recommendation for Sandra Mayer, who was a student in my "Introduction to Sociology," course in the winter term of 20XX. Sandra is, without question, one of the four or five most outstanding students I have taught in my seven years of teaching at Ludwig Maximilians University, The University of Munich.

Sandra is a creative thinker who also has the ability to draw on her own experience and observations to develop thoughtful opinions on a variety of issues. Although Sandra already knew she wanted to major in physics when she took my course, it did not diminish her intellectual curiosity about the topics we covered in introductory sociology. She was a regular contributor to discussions and the entire class benefitted from her insight and humor.

I was also able to observe Sandra in small-group interactions with her peers. She was able to help the group assess a great deal of information and organize it into logical and coherent ideas. The other students looked to her for leadership and she was quick to provide it, Sandra was very patient and generous with her time. Without being asked, she stepped in and provided ongoing assistance to a foreign student whose English skills made it difficult for her to grasp and process information.

Although Sandra's love is physics, she would do well in any field. She is an excellent writer, takes her writing seriously and works hard to improve it. She has been a regular contributor to Philtrat, the bi-annual student publication here at LMU.

I can wholeheartedly recommend Sandra. She is an engaging and versatile young woman who will work hard to contribute to the success of your institute. Please contact me if you would like additional information.

Best regards,

Kommentiert [JO1]: This implies that the applicant will work hard, even though it might not be the project she wanted to work on. It shows a versatile field of interest

Kommentiert [JO2]: The mentioned teamwork shows the potential employer what he needs to know

Kommentiert [JO3]: This statement is backed up by examples, which shows it's not just an empty phrase.