

{ Your Name }
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{ City, State, Zip }
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{ Today's Date }

{ Company Name }
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{ City, State, Zip }

To the Jim Norton Memorial Scholarship Committee,

I am writing this recommendation letter on behalf of my student Joe Nagora to recommend him for the Jim Norton Memorial Scholarship. I have become very familiar with him during the past two years as his Biology teacher at Oak Ridge High School.

Joe's principal duties as a Supervisor/Technician have been managing a team of workers, maintaining equipment, and the overseeing and management of ingoing and outgoing shipments of supplies and merchandise. This is a lot of responsibility for someone so young, and Joe has risen to the occasion with authority and ease. Your scholarship is meant to aid individuals who have the ambition, work ethic, and most importantly, the leadership skills to excel in business. Joe quickly moved up the ladder here at Trafford Publishing by displaying initiative, reliability, organization, and an outstanding ability to manage his team.

Joe is an ideal candidate to receive this scholarship, as I am sure you can agree, and he deserves this opportunity to pursue her academic goals. Please feel free to contact me if you need any further information.

You may reach me at: (555) 555-5555 or spreston@gotmail.com

Sincerely,

{ Your Signature }

{ Your Name }
{ Your Title }