

{ Today's Date }

{ Company Name }

{ Street Address }

{ City, State, Zip }

Dear { Name of Recipient },

It is my pleasure to recommend Jane Doe for admission to [name of program] at [name of university]. I am a fifth-year Ph.D. student at the University of California, Berkeley. I came to know Jane when I was her Graduate Student Instructor for Philosophy 111: Ethical Relativism, taught by Professor John Smith. The course comprised [short description of course]. Jane distinguished herself by submitting an exceptionally well researched and interesting project on ethical practices in ancient Greece. I would rank her in the top

2% of students that I have taught in the past five years in respect of her writing ability and research skills.

Overall, Jane is highly intelligent and has good analytical skills. Her project on ethical practices in ancient Greece demonstrated her ability to come a detailed understanding of the ethical practices of another, very different, culture, and to analyze the consequences of those practices for contemporary ethical theories.

Jane has excellent communication skills. Her written work is both clear and concise, as well as interesting to read. She demonstrated her oral articulateness in the discussion sections that were an integral part of the course. Each discussion section focused on a particular ethical dilemma. She always explained her views very concisely and gave supporting arguments that were both clear and persuasive. Jane also demonstrated good teamwork skills in group assignments.

She has proven herself to have the perseverance, initiative, and intellectual creativity necessary to complete an advanced graduate degree. I would therefore highly recommend Jane Doe. If her performance in my class is a good indication of how she would perform as a graduate student, she would be an extremely positive asset to your program.

If I can be of any further assistance, or provide you with any further information, please do not hesitate to contact me.

Yours sincerely,

{ Your Signature }

{ Your Name }

{ Your Title }