

Reference Letter for [Student Name]

[Your Name]

[Your Position]

[Department]

[Engineering School Name]

[School Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern,

I am writing to recommend [Student Name] for a position at [Company Name]. As [his/her/their] professor/advisor at [Engineering School Name], I have had the pleasure of supervising [his/her/their] projects and coursework in [specific field or subject].

[Student Name] has shown exceptional skills in [mention specific skills or strengths], and has consistently demonstrated [his/her/their] ability to [mention specific achievements, projects, or contributions]. [He/She/They] is particularly adept at [specific technical skills or abilities] which I believe will be an asset to your team.

Aside from [his/her/their] technical abilities, [Student Name] possesses excellent interpersonal skills and can communicate complex concepts effectively. [He/She/They] has collaborated well with peers and has a strong work ethic.

I am confident that [Student Name] will bring the same dedication and expertise to [Company Name] as [he/she/they] have demonstrated throughout [his/her/their] studies at [Engineering School Name]. Please feel free to contact me at [phone number] or [email address] if you need further information.

Sincerely,

[Your Name]

[Your Position]