

Date: [Insert Date]

[Your Name]  
[Your Title]  
[Your Department]  
[Your Institution]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

[Recipient's Name]  
[Recipient's Title]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Applicant's Name] for the graduate assistantship position in academic advising at [Institution Name]. Having had the pleasure of working with [him/her/them] during [specific course or project], I can confidently attest to [his/her/their] excellent qualifications and dedication to academic support.

[Applicant's Name] demonstrated exceptional skills in advising peers, showcasing a remarkable ability to communicate effectively and provide insightful guidance. [He/She/They] possesses a deep understanding of academic policies and procedures, which will be invaluable in supporting students in their academic journeys.

Furthermore, [Applicant's Name] has continually shown empathy and a genuine interest in helping others succeed. [His/Her/Their] approachable demeanor makes students feel comfortable seeking advice and assistance. [He/She/They] is not only a team player but also a proactive problem-solver who is willing to go the extra mile.

I firmly believe that [Applicant's Name] will be an asset to your academic advising team and will contribute positively to the students and faculty at [Institution Name]. I highly recommend [him/her/them] for this position without reservation.

Thank you for considering this application. Please feel free to contact me at [Your Phone Number] or [Your Email] if you require further information.

Sincerely,  
[Your Name]  
[Your Title]