

[Your Name]
[Your Title/Position]
[Your Institution/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Admissions Committee/Recipient's Name]
[Department/Office Name]
[University/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Admissions Committee/Recipient's Name],

I am writing to strongly recommend [Student's Name] for the graduate assistantship in project management at [University/Organization Name]. As [his/her/their] [Professor/Supervisor] during [his/her/their] time at [Your Institution/Organization Name], I have had the pleasure of witnessing [his/her/their] exceptional skills and dedication to the field.

[Student's Name] demonstrated remarkable project management capabilities during [specific project or course]. [He/She/They] effectively managed tasks, coordinated team efforts, and applied industry-standard methodologies that showcased [his/her/their] ability to deliver results under pressure.

Furthermore, [his/her/their] proactive approach to problem-solving, along with excellent communication and collaboration skills, make [him/her/them] an ideal candidate for this position. I have no doubt that [he/she/they] will bring the same level of commitment and excellence to [University/Organization Name] as [he/she/they] has shown at [Your Institution/Organization Name].

Please feel free to contact me at [your phone number] or [your email] should you require any further information.

Sincerely,
[Your Name]
[Your Title/Position]