

Your Name

Your Title

Your Institution

Your Address

Your City, State, Zip Code

Your Email

Your Phone Number

Date

Employer's Name

Company's Name

Company's Address

City, State, Zip Code

Dear [Employer's Name],

I am writing to provide a reference for [Student's Name], who is applying for a position at your organization. As [his/her/their] professor/advisor at [Institution's Name], I have had the pleasure of teaching and mentoring [him/her/them] in [Course/Subject].

[Student's Name] demonstrated exceptional skills in [specific skills related to the job] and exhibited a strong commitment to [related qualities such as teamwork, leadership, etc.]. [He/She/They] consistently [describe achievements or contributions], which has greatly impressed me and shown [his/her/their] potential for success in a professional setting.

I highly recommend [Student's Name] for the position at [Company's Name]. I am confident that [he/she/they] will bring [his/her/their] skills and enthusiasm to your team and make a positive

contribution. Please feel free to contact me at [Your Phone Number] or [Your Email] if you have any questions.

Sincerely,

Your Name

Your Title

Your Institution