

Recommendation Letter for Graduate School (with Personal Experience)

[Your Name]
[Your Title/Position]
[Department/Organization]
[Email Address]
[Phone Number]
[Date]

Admissions Committee
[Name of Graduate Program]
[Name of University]
[University Address]

Dear Members of the Admissions Committee,

I am delighted to write this letter in enthusiastic support of **[Applicant's Name]** for admission to your esteemed graduate program. As **[your relationship to the applicant-e.g., their professor, research supervisor, etc.]** at **[institution or organization]** for the past **[duration]**, I have had the pleasure of working closely with **[Applicant's Name]** and have witnessed firsthand their exceptional academic abilities, work ethic, and personal character.

One experience that particularly stands out occurred when **[describe a specific project, challenge, or responsibility]**. **[Applicant's Name]** demonstrated remarkable **[qualities: leadership, critical thinking, resilience, etc.]** as they **[explain what the applicant did and how they distinguished themselves]**. For example, during **[a project, course, internship, etc.]**, **[Applicant's Name]** **[describe actions and results in detail]**. Their ability to **[analyze complex problems, work collaboratively, communicate effectively, etc.]** was instrumental in **[describe outcome or impact]**.

Beyond **[his/her/their]** academic excellence, I have been continually impressed by **[Applicant's Name]**'s positive attitude, maturity, and genuine passion for **[field or subject]**. On several occasions, **[he/she/they]** **[share brief anecdote illustrating initiative, compassion, dedication, etc.]**, further reinforcing **their readiness for graduate studies and potential for future contributions to the field**.

In summary, I give my highest recommendation to **[Applicant's Name]**. Their strong academic foundation, dedication to learning, and outstanding personal qualities make them an ideal candidate for your program. I am confident that **[he/she/they]** will excel and make valuable contributions as a graduate student at **[University Name]**.

Please feel free to contact me at **[your email]** or **[your phone number]** if you require any further information. Thank you for your consideration.

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