

[Your Name]  
[Your Position]  
[School/Organization Name]  
[Address]  
[City, State, ZIP]  
[Email Address]  
[Phone Number]  
[Date]

Admissions Committee  
[College/University Name]  
[College Address]  
[City, State, ZIP]

Dear Members of the Admissions Committee,

I am delighted to write this letter of recommendation on behalf of **[Student's Name]**, who I have had the pleasure of teaching and mentoring at [School Name] for the past [number] years. I enthusiastically recommend [Student's Name] for admission to your esteemed institution, confident that they will make a positive and lasting contribution to your college community, particularly due to their exceptional **teamwork skills**.

Throughout their time at our school, [Student's Name] has consistently demonstrated an outstanding ability to collaborate with others. In my [class/club/project], I observed firsthand their effectiveness in group projects and their willingness to support and encourage peers. For example, during our year-long capstone project in [subject], [Student's Name] was instrumental in organizing group meetings, delegating tasks according to each member's strengths, and ensuring that every voice was heard. Their efforts significantly elevated the quality of the project and fostered a positive, productive team environment.

[Student's Name] stands out for their ability to bridge differences within teams and resolve conflicts constructively. When disagreements arose regarding the direction of a significant club initiative, [he/she/they] initiated open discussions, navigated opinions with respect, and encouraged consensus-building. This thoughtful approach not only led to successful project completion but also strengthened relationships among teammates.

Outside of the classroom, [Student's Name] further exemplifies leadership in team settings. As an active member of [club, sport, or extracurricular organization], [he/she/they] has taken on roles that require strong collaboration, often stepping up to support classmates and guide the group towards achieving shared goals. Peers frequently seek out [Student's Name] for advice and support, recognizing [his/her/their] reliability, empathy, and strong work ethic.

In summary, [Student's Name] is an outstanding candidate, whose capacity to work efficiently and harmoniously with others will greatly enrich your academic and extracurricular communities. I am certain that [he/she/they] will be a valuable addition to your college and will continue to exemplify the qualities of an effective team player and leader.

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

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