

Sample Letter of Recommendation for Graduate School from Employer

A **sample letter of recommendation for graduate school from an employer** serves as a valuable endorsement highlighting a candidate's professional skills, work ethic, and suitability for advanced academic pursuits. This letter typically emphasizes the applicant's strengths, accomplishments, and potential for success in a rigorous graduate program, providing admissions committees with a credible perspective from a workplace supervisor or manager. Such a recommendation helps bridge the gap between practical experience and academic aspirations, demonstrating the candidate's readiness for graduate-level challenges and enhancing their application portfolio.

Sample Letter Template

You may use the following template as a guide for writing a recommendation letter from an employer for graduate school admission.

[Employer Name]
[Employer Title]
[Company Name]
[Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

Admissions Committee
[Name of Graduate Program/School]
[University Name]
[Address, if available]

Dear Members of the Admissions Committee,

I am pleased to write this letter of recommendation on behalf of **[Applicant Name]**, who has been employed at **[Company Name]** as a **[Applicant's Position]** from **[start date]** to **[end date/present]**. As **[Applicant Name]**'s **[direct supervisor/manager]** for the past **[number of years/months]**, I have had the opportunity to observe their professional growth, skills, and dedication first-hand.

During their tenure with us, **[Applicant Name]** has consistently demonstrated excellent analytical skills, initiative, and a strong work ethic. **[He/She/They]** excelled at **[describe specific project or responsibility]**, where **[his/her/their]** ability to **[explain key skill, e.g., solve complex problems, lead teams, communicate effectively]** was particularly impressive. **[His/Her/Their]** attention to detail and commitment to quality have made a significant impact on our organization.

Furthermore, **[Applicant Name]** has shown a genuine passion for continued learning and has always sought opportunities to expand **[his/her/their]** knowledge and skills. I believe these qualities, along with **[his/her/their]** proven track record of success, make **[him/her/them]** exceptionally well-suited for the rigors of the **[Name of Graduate Program]** at **[University Name]**.

I strongly recommend **[Applicant Name]** for admission to your graduate program. I am confident that **[he/she/they]** will be an asset both academically and personally within your academic community. Please feel free to contact me at **[phone number or email]** if you need any additional information.

Sincerely,
[Employer Name]
[Title]