

Reference Letter for Graduate School (With Work Experience)

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

Admissions Committee
[Graduate School Name]
[Department Name, if applicable]
[School Address]
[City, State, ZIP Code]

Dear Members of the Admissions Committee,

I am pleased to write this reference letter in support of **[Applicant's Full Name]** and their application to the **[Name of Graduate Program]** at your esteemed institution. I have had the pleasure of working with [Applicant's Name] in the capacity of [Your Relationship, e.g., supervisor, manager, colleague] at [Company/Organization Name] for [length of time], and during this period, I have been continually impressed by their professionalism, dedication, and exceptional skillset.

In their role as [Applicant's Job Title], [Applicant's Name] consistently demonstrated a strong ability to apply theoretical knowledge in practical, real-world settings. For example, [he/she/they] successfully led [briefly describe a significant project, initiative, or responsibility], showcasing [his/her/their] analytical problem-solving skills and attention to detail. [Applicant's Name] was instrumental in [describe results, improvements, or successes], which not only benefited our organization but also highlighted [his/her/their] capacity for critical thinking and innovation.

[Applicant's Name] possesses excellent leadership and teamwork abilities, often taking initiative to mentor colleagues and collaborate across departments to meet organizational goals. [He/She/They] demonstrates strong communication skills, both written and verbal, and consistently maintains a positive and constructive attitude even under pressure. Furthermore, [Applicant's Name]'s dedication to continuous learning and self-improvement sets [him/her/them] apart as someone with outstanding growth potential.

I am confident that [Applicant's Name]'s unique blend of practical work experience, academic curiosity, and professional maturity will enable [him/her/them] to thrive in a rigorous graduate program. [He/She/They] will undoubtedly contribute both academically and personally to your university community, and I highly recommend [him/her/them] for admission to your program.

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

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