

# 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]