

# Work Experience-Based Recommendation Letter for Graduate Admissions

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

Admissions Committee  
[Graduate Program Name]  
[University Name]  
[University Address]  
[City, State, ZIP Code]

Dear Members of the Admissions Committee,

I am pleased to write this letter of recommendation for **[Applicant's Name]** to support their application for admission to the **[Graduate Program Name]** at **[University Name]**. As **[Applicant's Name]**'s **[Supervisor/Manager/Job Title]** at **[Company Name]** for the past **[Duration]**, I have had the opportunity to observe their outstanding professional skills, strong work ethic, and remarkable commitment to excellence.

During their time with us, **[Applicant's Name]** has consistently demonstrated exceptional abilities in **[mention relevant skills or job functions, e.g., project management, analytical thinking, teamwork]**. One of their most significant contributions was **[describe a key achievement, project, or responsibility]**, where they **[explain the impact or results of their work]**. Their capacity for **[problem-solving/initiative/leadership]** stood out and greatly benefited our organization.

**[Applicant's Name]**'s professionalism and maturity are complemented by excellent communication and interpersonal skills, allowing them to work effectively both independently and as part of a team. They consistently seek feedback and strive for continuous improvement, qualities that I believe prepare them well for the rigorous academic environment of your graduate program.

The knowledge and experience **[Applicant's Name]** has gained in the industry, especially in **[mention relevant sector or focus area]**, will undoubtedly enrich their studies and contribute to the learning community at **[University Name]**. I am confident in their ability to excel due to their dedication, intellectual curiosity, and determination to meet new challenges.

I strongly recommend **[Applicant's Name]** for admission to your graduate program without reservation. I am confident they will make a meaningful contribution to your academic community and distinguish themselves as they have in their professional roles. Please feel free to contact me at **[Email Address]** or **[Phone Number]** if you require any additional information.

Sincerely,  
[Your Name]  
[Your Position]