

Reference Letter for Graduate School Sample

[Your Name]
[Your Title/Position]
[Department, University Name]
[University 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 delighted to write this letter in support of **[Student's Name]** and their application to your esteemed graduate program. During the past **[number]** years, I have had the pleasure of working with [Student's Name] as their professor in multiple upper-level courses, as well as an advisor during their research project on **[describe topic]** at [Department, University Name].

[Student's Name] has consistently demonstrated outstanding academic performance, graduating with a **GPA of [X.XX]**, ranking among the top **[X%]** of their class. They excelled in challenging coursework such as **[Course Name 1]**, **[Course Name 2]**, and **[Course Name 3]**, often achieving top marks for their analytical ability and critical thinking.

In addition to impressive classroom achievements, [Student's Name] made significant contributions to our department's research efforts. Serving as a research assistant in my laboratory, they displayed exceptional initiative, meticulous attention to detail, and strong problem-solving skills. Their work on **[describe research/project]** resulted in a **[presentation/publication/recognition]** at **[conference or event]**, showcasing their dedication and intellectual curiosity.

[Student's Name] is known for their strong work ethic, exemplary time management, and collaborative spirit. Their ability to synthesize complex information, ask insightful questions, and persist through challenges sets them apart from their peers. For example, during our major group project on **[project/topic]**, [he/she/they] provided valuable leadership and demonstrated exceptional organizational skills, ensuring the project was completed ahead of schedule and to an outstanding standard.

I am confident that [Student's Name] will excel in your graduate program, make meaningful contributions to your academic community, and uphold the highest standards of scholarship and integrity. It is my wholehearted recommendation that you give [him/her/them] strong consideration for admission.

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

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