

# Sample Letter of Recommendation for Recent Graduate Job Applicant

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

[Recipient's Name]  
[Recipient's Title/Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to highly recommend [Applicant's Name] for the position of [Position Title] at [Company/Organization Name]. As [his/her/their] [professor/mentor/supervisor] at [Institution/Department], I have had the pleasure of watching [Applicant's Name] grow into a dedicated and talented individual, and I am confident in [his/her/their] abilities to excel in the professional world.

During [his/her/their] time at [Institution/Company], [Applicant's Name] consistently demonstrated outstanding academic achievement, intellectual curiosity, and a strong work ethic. [He/She/They] excelled in [relevant coursework or responsibilities], often going above and beyond requirements to deliver insightful and high-quality work. One notable example of [his/her/their] abilities was [specific project, presentation, or responsibility], where [he/she/they] showcased exceptional analytical and problem-solving skills.

In addition to [his/her/their] academic and technical strengths, [Applicant's Name] is also an excellent communicator and collaborator. [He/She/They] readily adapts to new challenges and positively contributes to team environments. [His/Her/Their] professionalism, integrity, and eagerness to learn set [him/her/them] apart from [his/her/their] peers.

I am confident that [Applicant's Name] will bring the same level of dedication, initiative, and passion to [Company/Organization Name] as [he/she/they] has demonstrated throughout [his/her/their] academic career. I strongly recommend [him/her/them] for the [Position Title], and I am certain [he/she/they] will be a valuable asset to your team.

Please feel free to contact me at [your phone number] or [your email address] if you require any further information regarding [Applicant's Name].

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