

# Sample Recommendation Letter

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

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

Dear [Recipient's Name],

I am pleased to write this letter of recommendation for [Candidate's Name] for consideration for the [entry-level position] at [Company/Organization Name]. Though [he/she/they] may not have formal work experience, I have had the privilege of knowing [Candidate's Name] for [length of time] as [his/her/their] [teacher, mentor, volunteer supervisor, etc.], and I am confident that [he/she/they] will bring enthusiasm, dedication, and a strong work ethic to your team.

During the time I have known [Candidate's Name], I have been consistently impressed by [his/her/their] motivation and ability to quickly adapt to new situations. [He/She/They] is a fast learner who never hesitates to take on new challenges and is always willing to go the extra mile to enhance [his/her/their] skills. Whether working independently or as part of a group, [Candidate's Name] approaches every task with a positive attitude and a strong sense of responsibility.

[He/She/They] possesses excellent interpersonal skills, making [him/her/them] a pleasure to work with. [His/Her/Their] willingness to listen, learn, and receive constructive criticism speaks to [his/her/their] maturity and eagerness for professional growth. [He/She/They] is highly organized and demonstrates remarkable reliability, ensuring that deadlines are met and expectations are exceeded.

I am confident that [Candidate's Name] will make a valuable addition to your team. [He/She/They] has the right attitude to develop into an outstanding professional and I wholeheartedly recommend [him/her/them] for the [job title] opportunity at your organization. Please feel free to contact me at [your contact information] if you have any questions or need further information.

Sincerely,  
[Your Name]