Jane Doe · Professor of Business at Generic University

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December 2, 2020

Admissions Committee

University of Somewhere

4321 Second Street

Somewhere, CA, 67890

Dear Admissions Committee,

It is my pleasure to enthusiastically recommend Jan Jansen for admission to the Master of Business Administration program at the University of Somewhere.

My name is Jane Doe, Professor of Business at Generic University. I had the pleasure of working with Jan for two years while she was a student in two of my courses. Of all the undergraduate students I’ve worked with, Jan is among the most intellectually curious and enthusiastic.

During our time together, Jan proved to be bright, inquisitive, and diligent in her studies. Her collaboration and leadership skills were truly impressive, and her capstone project on management strategies in developing countries won glowing reviews from both her peers and other professors.

Jan’s passions extend well beyond the classroom as well. During the first month of her freshman year, she organized the university’s first Young Investors Club. By the end of the semester, she’d registered the club, secured an advisor, recruited more than two dozen members, and organized executive board elections.

I am confident without reservation that Jan would be an excellent fit for University of Somewhere’s graduate community. As a tirelessly creative and passionate individual, she will be a productive addition to your organization.

Feel free to contact me at 555-555-5555 or jdoe@generic.com if you have any questions or would like me to further elaborate on Jan’s talents and achievements.

Sincerely,

Jane Doe

Professor of Business