



## sample recommendation letter for student

Dear [Employer]:

I am delighted to write a recommendation letter for Martha. I strongly recommend her for the position of Finance Manager at your company.

I have known Martha for more than 4 years as she was one of my students at Virginia College of Commerce. As her professor, I have had the opportunity to mentor, observe, and assess her academic performance. Martha is an outstanding student in every way. She excelled through hard work, and follow through and, she has demonstrated that given an opportunity she can succeed on a timely and courteous basis.

Provide one or two specific examples of the student's work. List any other activities that the student is involved in both at and outside of the university. Highlight the areas in which this individual has learned and grown as a result of these opportunities.]

Martha is well equipped to grow from the challenges that she is presented with. She is able to perform under pressure and has strong accounting skills and an undying zeal for learning. I strongly endorse making Martha a member of your company.

Sincerely,

[Your Name

Phone number

Email Address]

