

Letter Head /Your Personal Address

Recipient of letter include title i.e.: Dr.
Department and/or Title
Name of Institution
Address
City, State, Zip

Ref: Name of Candidate
Social Security or ID number

Dear name of recipient

I am pleased to write this letter of recommendation for candidate in her quest to obtain a graduate assistant position at name of institution. I have known candidate for over 18 years and watched him/her grow and mature into a tremendously talented and capable young man/woman. He/She comes from a strong and supportive family that has always been a source of encouragement and guidance. During his/her high school years he/she excelled in many areas. He/She not only maintained a 3.8 GPA but also was President of his/her class and an All County athlete. He/She also held down a part-time job during his/her entire high school career, including working summers as a counselor for his/her local school district's enrichment programs. First name of candidate has an exemplary ability to lead, excel and perform academically, athletically and as a community service volunteer.

First name of the candidate has continued to excel at current college and had a successful student teaching experience this past fall. He/she is an active member of Kappa Delta Pi, the education honor society that also requires a monthly service element. He/She has worked during her summer breaks as a nanny for a family of three highly active boys, all under the age of 7. He/She was able to juggle their various activities, schedules and personalities with great ease. First name of candidate has also continued to give back to others through his/her work with NOVA Hope for Haiti, a not for profit organization that is building a hospital and medical facility in the rural outreaches of Haiti. He/She has been involved over the past 2 years with their annual fundraiser, a dinner and auction for over 250 people. First name of candidate has helped in every capacity from program solicitation, to invitation design, as well as returning home each February to work at the dinner itself.

First name of candidate has the abilities required to manage his/her time. He/She knows how to prioritize and has proven him/herself as a team player. He/She would be an outstanding addition to your program and know e/she would be successful in any project that is assigned to her. His/ Her love of children, his/her desire to become a successful educator, as well as his/her strong ties to your institution would truly make her a desirable candidate for the graduate assistant program. If you have any questions, please feel free to contact my office at or email me at . I would be more than happy to further discuss name of candidate abilities.

Sincerely,

Your Name
Title if applicable

