

LETTER OF RECOMMENDATION

Dear Admissions Committee,

I am pleased to write you this recommendation letter on behalf of XXXXXXXX for the admission to your undergraduate program.

I have known XXXXXX for almost XX years. Being his/her class teacher in high school, I can say that he/she is a gifted student. He/she always stands out in the class by being consistent with his/her grades and topping the class every semester. Through this, he/she earned the approval and praise of our school teachers. Although he/she does not show strong qualities of a leader, he/she compensates for this weakness by doing what he/she does best in a team activity. He/she greatly excels in the area of sciences and he/she has the innate ability to analyze and solve problems quickly and effectively.

XXXX is mostly quite but he/she is the most loyal and caring one. He/she may not be able to express it is freely but he/she always has a genuine concern for other people's well-being. He/she admits that he/she enjoys being alone to work on his/her craft. I can say that he/she is the most hardworking student that I know in our class and, arguably, in our entire high school.

As introvert as he/she is, XXXXXX never hesitates to join a club or any extracurricular activities in which he/she has interest in. In fact he/she is one of the founding members of our school's physics club and has also helped run a small club on biology.

I can see his/her dedication to work hard and achieve ultimate success in the future, and I am certain that he/she will bring an important contribution to your institution. If you have any questions and concerns, please feel free to contact me at this email address XXXXXXXXXXXX.

Sincerely,

Prof. XXXXXXXX

School name

E-mail: Professor's.