

Dear **[Name of Employer/Graduate School Committee]**:

I am pleased to write this letter of recommendation for [current] University of Wisconsin-Eau Claire senior/graduate, **[name of student]**. As a faculty member and based upon my experience with **[name of student]**, I highly recommend **[him/her/them]** to your organization for the position of **[job title]**.

I have known **[name of student]** for the past **[number of months, semesters, years]** as they have taken the following courses I teach: **[list courses, give brief description of content of course]**. As their professor, I have had the opportunity to observe their participation and interaction in class and to evaluate **[name of student]**'s knowledge of the subject matter. They are an outstanding student in all respects **[and demonstrate competence in teamwork, problem-solving, project completion, etc.]**. **[Name of student]** has proven that they can accomplish tasks in a courteous and timely manner.

**[Give one or two specific examples of the student's performance. You can list other activities that the student is involved in, point out areas where the student has shown growth, etc. For example, the student took three extra elective courses, demonstrating drive and determination. They only missed one day of student-faculty research due to illness, demonstrating work ethic. You know that the student is a part of XYZ outside of the classroom, demonstrating time management and curiosity in a multitude of areas/interest in expanding knowledge inside and outside of their field. Include specific accomplishments such as conference presentations, tutoring, and leadership in student clubs].**

Build upon my work with thousands of students [or \_\_\_ years of teaching] on our campus and contact with **[Name of student]**, I believe they are well equipped to grow from challenges in this next step of their career. Based on their academic performance, my understanding of this position, and their **[list three key traits (examples: patience, teaching ability, curiosity, strong technical skills...)]**, **[name of student]** is well prepared to join your **[company/organization/school/program]**.

Sincerely,

**[Your name**

**Phone number**

**Email address]**