

## Sample Recommendation Letter

District/School Letterhead

Date

Education Department Head  
Robert Morris University  
6001 University Boulevard  
Moon Township, PA 15108

To Whom It May Concern:

It is with great pleasure that I write this letter of recommendation for Ms. \*\*. Ms. \*\* has been my student teacher at ABC School for the last fourteen weeks. During this period she has very capably taught recent American history to eleventh and twelfth grade students.

Ms. \*\* is to be commended for her professionalism concern for her students, and quality of instruction. She plans well and works diligently at being organized. Her preparation each day is thorough and the results, evident. Her assignments and exams are well conceived, quickly corrected, and promptly returned.

I have found Ms. \*\* to be uniquely resourceful and adaptive. She has made an outstanding effort to vary course material and present it in different and unusually ways. She is receptive to new ideas and constantly looks for innovative methods to present course content. She is thorough and precise.

In addition to the above, Ms. \*\* manages her classroom with unusual skill for her experience. She handles detailed work with skill and accuracy. Student respect is obvious in her classroom. She deeply cares about her students and they look to her for approval and guidance. Her approach to teaching has generated a warm and close rapport with her classes as well as our faculty.

As an educator for 35 years and one who is profoundly interested in developing high quality teachers, I strongly endorse Ms. \*\*. She has the intellect, passion, and communicative skills to be an outstanding teacher, and I recommend her without reservation, knowing, she is eminently worthy of top consideration in the education profession.

Sincerely,

Name