**Job Letter of Recommendation Template**

Jasmine Abigail

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October 1, 2024

Paul Lebron

Office of the Registrar

AcmeSchool

123 Business Rd.

Business City, NY 54321

Dear Mr. Lebron,

I am delighted to provide my enthusiastic endorsement for Lauren Rice as a candidate for graduate school. My association with Lauren stems from her tenure as a student at Salitus College, where I served as the Chair of the Education Department.

During her time at Salitus, Lauren consistently demonstrated her exceptional academic prowess by maintaining a remarkable 3.98 GPA while actively engaging in a demanding curriculum consisting of honors courses and seminars. She particularly stood out as the top-performing student in my senior-level Teaching Methods course. Her excellence in my class is reflective of her performance across various subjects within our department, as attested by her other instructors.

Beyond her academic achievements, Lauren engaged in a variety of roles, showcasing her versatility and commitment. She dedicated herself to teaching a museum program to fourth-grade students in the Saratoga Springs School District, instructing both adults and children in the art of horse riding, and efficiently managing horse show participation for a local riding stable. Her dedication to these responsibilities was marked by her proactive approach and unwavering positivity.

Lauren possesses a unique ability to establish meaningful connections with individuals of all age groups, with a notable talent for guiding and supporting "at-risk" children—a quality that was evident during her work at Carroll Hill School and Prospect Child and Family Center. Her exceptional talent lies in simplifying complex concepts and teaching them effectively, making her an exceptional educator. Her written and verbal communication skills are impeccable, and she exhibits outstanding organizational abilities, unwavering reliability, and proficiency in using modern technology.

I am confident that Lauren's inclusion in your program would be a significant asset, and I wholeheartedly endorse her without reservation. If you require any further information regarding her qualifications or background, please do not hesitate to contact me.

Sincerely,

Jasmine Abigail

Chair, Department of Education