

## College Recommendation Letter

Date: \_\_\_\_\_

Dear Admissions Committee,

I am submitting this letter in support of \_\_\_\_\_ application for admission to the Class of \_\_\_\_\_ at \_\_\_\_\_.

I have been \_\_\_\_\_ supervisor at \_\_\_\_\_ since he was hired in April 2014. In this time, he has consistently shown himself to be a steadfast, professional, and pleasant employee. Though this is his first job, he has demonstrated professional instincts and a bulletproof work ethic since day one.

A short anecdote to illustrate \_\_\_\_\_ character:

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I have no doubt that Jim will be a successful member of the class of \_\_\_\_\_ and offer my wholehearted endorsement of him.

Sincerely,

Date: \_\_\_\_\_