

Writing a letter of recommendation for a student who may not have the strongest academic record requires a special approach. It involves focusing on the student's other strengths and potential. Below are twelve best sample letters of recommendation for a below-average student, each designed for different scenarios.

Sample 1: For College Admission

[Your Name]
[Your Title]
[School Name]
[Address]
[City, State, Zip Code]
[Email]
[Phone Number]
[Date]

[Admissions Office]
[College Name]
[Address]
[City, State, Zip Code]

Dear Admissions Committee,

I am writing to recommend [Student's Name] for admission to your undergraduate program. While [Student's Name] has faced academic challenges, [he/she/they] has shown remarkable growth and determination.

[Student's Name]'s strengths lie in [his/her/their] ability to [mention specific skills or attributes, e.g., problem-solving, creativity, resilience]. [He/She/They] has actively participated in [mention any extracurricular activities or projects] and demonstrated [his/her/their] commitment to [mention specific quality, e.g., community service, a specific subject, or personal development].

[Student's Name] possesses the qualities of perseverance and dedication, which I believe will serve [him/her/them] well in college. I am confident that [he/she/they] will make the most of the opportunities provided by your institution.

Sincerely,

[Your Name]

Sample 2: For a Job or Internship

[Your Name]
[Your Position]
[Company/Organization Name]
[Address]
[City, State, Zip Code]
[Email]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to recommend [Student's Name] for [the position or internship]. During [his/her/their] time at [School or Organization], [Student's Name] has shown [his/her/their] ability to overcome academic challenges and excel in areas such as [mention specific areas, e.g., teamwork, leadership, specific projects].

[Student's Name] has worked diligently to improve [his/her/their] skills in [mention specific areas, e.g., communication, technical skills] and has been an active participant in [mention any relevant programs or activities].

[His/Her/Their] positive attitude and willingness to take on new challenges are commendable.

I believe that [Student's Name] will bring [his/her/their] unique strengths to your [Company/Organization] and be a valuable addition to your team.

Sincerely,

[Your Name]

Sample 3: For a Volunteer Position

[Your Name]

[Your Title]

[Organization Name]

[Address]

[City, State, Zip Code]

[Email]

[Phone Number]

[Date]

[Volunteer Coordinator's Name]

[Organization Name]

[Address]

[City, State, Zip Code]

Dear [Volunteer Coordinator's Name],

I am writing to support [Student's Name]'s application for a volunteer position with your organization. While [Student's Name] may have faced academic challenges, [he/she/they] has shown exceptional dedication and enthusiasm in [mention areas, e.g., community service, school clubs].

[Student's Name] has demonstrated [his/her/their] strengths in [mention specific skills or qualities, e.g., interpersonal skills, reliability] through [mention specific activities or contributions]. [He/She/They] is always willing to lend a

helping hand and takes initiative in supporting [mention specific projects or causes].

I am confident that [Student's Name] will be a committed and compassionate volunteer at [Organization Name].

Sincerely,

[Your Name]

Sample 4: For a Special Program or Workshop

[Your Name]

[Your Title]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

[Email]

[Phone Number]

[Date]

[Program Director's Name]

[Program Name]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Program Director's Name],

I am writing to recommend [Student's Name] for participation in [Program Name]. While [Student's Name]'s academic performance may not fully reflect [his/her/their] potential, [he/she/they] has shown exceptional interest and aptitude in [mention specific field or activity].

[Student's Name] has been actively involved in [mention any relevant activities or projects], where [he/she/they]

demonstrated [his/her/their] skills in [mention specific skills or qualities]. [He/She/They] has a natural inclination towards [mention specific field or interest] and is eager to expand [his/her/their] knowledge and skills.

I believe [Student's Name] will greatly benefit from the [Program Name] and bring a unique perspective to the program.

Sincerely,

[Your Name]

Sample 5: For a Leadership Role

[Your Name]

[Your Title]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

[Email]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

It is my pleasure to recommend [Student's Name] for the leadership role in [mention the role or position]. Despite academic challenges, [Student's Name] has consistently demonstrated leadership qualities in [mention areas, e.g., student organizations, community projects].

[Student's Name] possesses qualities such as [mention specific attributes, e.g., resilience, determination, innovative

thinking], which have been evident in [his/her/their] contributions to [mention specific projects or activities]. [He/She/They] has the ability to motivate and inspire peers and has a clear vision for [mention any goals or plans related to the leadership role].

I am confident that [Student's Name] will excel in this leadership role and make a positive impact.

Sincerely,

[Your Name]

Sample 6: For a Sports or Extracurricular Program

[Your Name]
[Your Position]
[School/Club Name]
[Address]
[City, State, Zip Code]
[Email]
[Phone Number]
[Date]

[Program Director's Name]
[Program Name]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Program Director's Name],

I am writing on behalf of [Student's Name] to recommend [him/her/them] for [Program Name]. While [Student's Name] may have academic areas to improve, [he/she/they] excels

in [mention specific sport or extracurricular activity].

[Student's Name] has shown commitment, discipline, and a strong work ethic in [mention specific achievements or contributions in the sport or activity]. [He/She/They] is a team player who brings out the best in [his/her/their] peers and is always striving to improve [his/her/their] skills.

I believe that [Student's Name] would be an asset to [Program Name] and would thrive in an environment that aligns with [his/her/their] passions and strengths.

Sincerely,

[Your Name]

Sample 7: For a Mentorship Program

[Your Name]
[Your Title]
[Organization Name]
[Address]
[City, State, Zip Code]
[Email]
[Phone Number]
[Date]

[Mentorship Program Coordinator]
[Organization Name]
[Address]
[City, State, Zip Code]

Dear [Coordinator's Name],

I am recommending [Student's Name] for your mentorship program. [Student's Name] has encountered challenges in the traditional academic setting, but [he/she/they] has shown great potential in areas such as [mention specific skills or attributes, e.g., creativity, critical thinking].

Through [his/her/their] involvement in [mention any relevant

activities or projects], [Student's Name] has demonstrated a keen interest in learning and personal development. A mentorship program could provide the guidance and support [he/she/they] needs to further develop [his/her/their] strengths and interests.

[Student's Name] would greatly benefit from the opportunity to be mentored and is eager to engage in new learning experiences.

Sincerely,

[Your Name]

Sample 8: For a Community Service Position

[Your Name]
[Your Title]
[Community Organization Name]
[Address]
[City, State, Zip Code]
[Email]
[Phone Number]
[Date]

[Community Service Program Director]
[Organization Name]
[Address]
[City, State, Zip Code]

Dear [Director's Name],

I am pleased to recommend [Student's Name] for a position in your community service program. While [Student's Name] has faced some academic hurdles, [he/she/they] has shown a genuine passion for community involvement and helping others.

In [his/her/their] time volunteering with [Your Organization], [Student's Name] has displayed [mention specific qualities, e.g., compassion, dedication, ability to work well with diverse groups]. [His/Her/Their] commitment to making a positive difference in the community is admirable.

I am confident that [Student's Name] will be a valuable contributor to your community service program and will continue to grow and develop through these experiences.

Sincerely,

[Your Name]

Sample 9: For a Special Education Program

[Your Name]

[Your Title]

[School Name]

[Address]

[City, State, Zip Code]

[Email]

[Phone Number]

[Date]

[Special Education Program Coordinator]

[Institution Name]

[Address]

[City, State, Zip Code]

Dear [Coordinator's Name],

I am writing to support [Student's Name]'s application for the special education program at [Institution Name]. [Student's Name] has struggled with traditional academic methods, but [he/she/they] shows promise in an environment tailored to [his/her/their] learning style.

[Student's Name] has strengths in [mention specific areas,

e.g., hands-on activities, visual learning] and has shown improvement when provided with the right support and resources. [His/Her/Their] willingness to learn and adapt is commendable.

I believe that the specialized program at [Institution Name] would provide [Student's Name] with the environment and tools necessary for [his/her/their] academic growth and success.

Sincerely,

[Your Name]

Sample 10: For a Trade School Program

[Your Name]

[Your Position]

[School/Institution Name]

[Address]

[City, State, Zip Code]

[Email]

[Phone Number]

[Date]

[Admissions Officer]

[Trade School Name]

[Address]

[City, State, Zip Code]

Dear [Officer's Name],

I recommend [Student's Name] for admission to [Trade School Name]. While [he/she/they] may not have excelled in a traditional academic setting, [Student's Name] has shown a keen interest and aptitude in [mention specific trade or skill].

During [his/her/their] time in our [mention any relevant program or class], [Student's Name] demonstrated [mention

specific skills or attributes, e.g., practical skills, attention to detail, perseverance]. [He/She/They] is highly motivated to pursue a career in [mention specific trade or field].

I am confident that [Student's Name] will thrive in the hands-on, skills-focused environment that [Trade School Name] offers.

Sincerely,

[Your Name]

Sample 11: For an Apprenticeship Program

[Your Name]

[Your Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

[Email]

[Phone Number]

[Date]

[Apprenticeship Program Coordinator]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Coordinator's Name],

I am writing to recommend [Student's Name] for the apprenticeship program at [Company/Organization Name]. While [Student's Name] has encountered academic challenges, [he/she/they] has demonstrated significant potential in [mention area, e.g., technical skills, hands-on work].

In various projects and activities, [Student's Name] has shown [his/her/their] ability to learn quickly, work well under

supervision, and contribute effectively to team efforts. [His/Her/Their] dedication to learning and improving [his/her/their] skills is evident.

The apprenticeship program would provide [Student's Name] with an ideal opportunity to develop [his/her/their] abilities in a practical setting and prepare for a future career in [mention field or industry].

Sincerely,

[Your Name]

Sample 12: For a Special Interest Club or Group

[Your Name]
[Your Position]
[School/Club Name]
[Address]
[City, State, Zip Code]
[Email]
[Phone Number]
[Date]

[Club/Group Leader's Name]
[Club/Group Name]
[School/Institution Name]
[Address]
[City, State, Zip Code]

Dear [Leader's Name],

I am delighted to recommend [Student's Name] for membership in [Club/Group Name]. [Student's Name] may not have the strongest academic record, but [he/she/they] shows a deep interest and enthusiasm in [mention club/group's focus, e.g., art, science, music].

[His/Her/Their] involvement in [mention any relevant activities or hobbies] has highlighted [his/her/their] talents and passion in this area. [Student's Name] is eager to learn, participate, and contribute to [Club/Group Name].

I believe that being part of [Club/Group Name] will not only nurture [Student's Name]'s interest but also provide [him/her/them] with a supportive community where [he/she/they] can thrive.

Sincerely,

[Your Name]

Writing a Letter for a Below Average Student

- Focus on the student's strengths and potential rather than academic shortcomings.
- Highlight improvements, efforts, and progress the student has made.
- Mention specific skills, qualities, or interests that the student excels in.

Effective Letter Characteristics

1. Personalized to the student's unique attributes and the specific opportunity.
2. Positive tone, emphasizing potential and growth.
3. Detailed examples to illustrate the student's abilities and contributions.

Finalizing the Letter

- Proofread to ensure accuracy and professionalism.
- Include your contact information for follow-up.
- Use official letterhead if available and sign the letter.

Avoiding Common Mistakes

1. Avoid overemphasizing the student's academic struggles.
2. Do not use generic or vague statements; be specific.
3. Refrain from making unrealistic or exaggerated claims about the student's abilities.