

Writing a short recommendation letter for a student requires concise articulation of their strengths and potential. These letters play a crucial role in various applications, including college admissions, internships, scholarships, and more. The key is to convey a strong endorsement within a brief format.

Purpose of a Short Recommendation Letter for a Student

The purpose of a short recommendation letter is to provide a brief yet impactful endorsement of a student's capabilities and character. It aims to highlight the student's most significant achievements and qualities in a concise manner, suitable for readers who may have limited time.

Key Elements of a Short Recommendation Letter for a Student

- **Introduction**: Briefly introduce yourself and your relationship with the student.
- **Endorsement**: Clearly state your endorsement of the student for the specific opportunity or program.
- **Key Qualities and Achievements**: Highlight the student's most impressive qualities and achievements relevant to the opportunity.
- **Conclusion**: Conclude with a strong statement of recommendation and offer to provide further information if needed.

Tips for Writing a Short Recommendation

Letter for a Student

1. **Be Concise:** Stick to the most compelling information to keep the letter brief.
2. **Focus on Highlights:** Only include the student's top achievements and qualities relevant to the opportunity.
3. **Use Specific Examples:** Provide at least one specific example that illustrates the student's abilities or character.
4. **Personalize:** Tailor the letter to the specific opportunity, program, or scholarship the student is applying for.
5. **Professional Tone:** Maintain a formal and respectful tone throughout the letter.

Following these sections, find ten templates with examples for writing a short recommendation letter for a student, catering to various scenarios.

Recommendation Letter Template 1: College Application

[Your Name]
[Your Position]
[Your Institution]
[Your Contact Information]
[Date]

[Admissions Office]
[College/University Name]

Dear Admissions Committee,

I am writing to recommend [Student's Name] for admission to [College/University Name]. As [his/her/their] [Your Relationship, e.g., teacher, mentor], I have observed [his/her/their] exceptional [Qualities/Achievements, e.g., academic skills, leadership abilities].

[Student's Name] stands out for [his/her/their] [Specific Achievement or Quality]. [He/She/They] has consistently demonstrated [Quality/Achievement] and shows great potential for academic success.

I strongly endorse [Student's Name] for your program and am confident [he/she/they] will excel at your institution.

Sincerely,
[Your Name]

Example for Template 1

John Smith
Math Teacher
Anytown High School
john.smith@email.com
May 1, 2021

Admissions Office
Prestige University

Dear Admissions Committee,

I am writing to recommend Emily Johnson for admission to Prestige University. As her math teacher, I have observed her exceptional analytical and problem-solving skills.

Emily stands out for her leadership in the Math Club, where she led her team to win the regional Math Challenge. She has consistently demonstrated intellectual curiosity and shows great potential for academic success.

I strongly endorse Emily for your program and am confident she will excel at your institution.

Sincerely,
John Smith

Recommendation Letter Template 2: Scholarship Application

[Your Name]
[Your Position]
[Your Institution]
[Your Contact Information]
[Date]

[Scholarship Committee]
[Scholarship Name]

Dear Committee,

I am pleased to recommend [Student's Name] for the [Scholarship Name]. As [his/her/their] [Your Relationship], I've witnessed [his/her/their] dedication to [Academic Field/Extracurricular Activity].

[Student's Name] excels in [Academic Field/Activity] and demonstrates qualities such as [Quality/Achievement, e.g., perseverance, commitment]. [His/Her/Their] performance in [Specific Achievement] is a testament to [his/her/their] hard work.

[He/She/They] would be an excellent recipient of [Scholarship Name], contributing greatly to [his/her/their] educational goals.

Best regards,
[Your Name]

Example for Template 2

Alice Brown

Guidance Counselor
Downtown High School
alice.brown@email.com
April 10, 2021

Bright Future Scholarship Committee
Bright Future Scholarship

Dear Committee,

I am pleased to recommend Mark Lee for the Bright Future Scholarship. As his guidance counselor, I've witnessed his dedication to scientific research.

Mark excels in biology and demonstrates qualities such as perseverance and commitment. His performance in the National Science Fair is a testament to his hard work.

He would be an excellent recipient of the Bright Future Scholarship, contributing greatly to his educational goals.

Best regards,
Alice Brown

Recommendation Letter Template 3: Internship Application

[Your Name]
[Your Position]
[Your Institution]
[Your Contact Information]
[Date]

[Internship Coordinator]
[Company/Organization Name]

Dear [Internship Coordinator's Name or "Internship Committee"],

It is my pleasure to recommend [Student's Name] for the internship at [Company/Organization Name]. As [Your Relationship to the Student], I have seen [his/her/their] passion for [Field/Area of Interest].

[Student's Name] has shown exceptional skills in [Skill or Area], particularly noted in [Specific Project or Achievement]. [His/Her/Their] ability to [Mention a Key Skill or Trait] makes [him/her/them] an ideal candidate for your internship program.

I am confident that [Student's Name] would bring valuable contributions to your team.

Sincerely,
[Your Name]

Example for Template 3

David Lee
Computer Science Teacher
Tech High School
david.lee@email.com
June 15, 2021

Sarah Johnson
Internship Coordinator
Innovate Tech Inc.

Dear Ms. Johnson,

It is my pleasure to recommend Lucas Smith for the internship at Innovate Tech Inc. As his computer science teacher, I have seen his passion for software development.

Lucas has shown exceptional skills in programming, particularly noted in developing an award-winning app for our school project. His ability to problem-solve and innovate makes him an ideal candidate for your internship program.

I am confident that Lucas would bring valuable contributions to your team.

Sincerely,
David Lee

Recommendation Letter Template 4: Leadership Program

[Your Name]
[Your Position]
[Your Institution]
[Your Contact Information]
[Date]

[Program Director's Name]
[Leadership Program Name]
[Institution/Organization Name]

Dear [Program Director's Name or "Selection Committee"],

I enthusiastically recommend [Student's Name] for the [Leadership Program Name] at [Institution/Organization Name]. As [Your Relationship to the Student], I have witnessed [his/her/their]

leadership qualities, especially in [Mention Specific Context or Activity].

[Student's Name] has demonstrated remarkable leadership skills, particularly in [Mention a Specific Achievement or Activity]. [His/Her/Their] ability to [Mention a Specific Leadership Quality] makes [him/her/them] an excellent candidate for [Program Name].

I am confident in [his/her/their] ability to excel in and contribute to your program.

Warm regards,
[Your Name]

Example for Template 4

Michael Thompson
History Teacher
Central High School
michael.thompson@email.com
May 5, 2021

Jane Smith
Director
Young Leaders Academy

Dear Ms. Smith,

I enthusiastically recommend Emily Chang for the Young Leaders Academy at Future Leaders Institute. As her history teacher, I have witnessed her leadership qualities, especially in leading our school's Model United Nations team.

Emily has demonstrated remarkable leadership skills, particularly in organizing the regional MUN conference. Her ability to inspire and collaborate makes her an excellent candidate for the Young Leaders Academy.

I am confident in her ability to excel in and contribute to your program.

Warm regards,
Michael Thompson

Recommendation Letter Template 5: Art or

Music Program

[Your Name]
[Your Position]
[Your Institution]
[Your Contact Information]
[Date]

[Program Director's Name]
[Art/Music Program Name]
[Institution/Organization Name]

Dear [Program Director's Name],

It is with great excitement that I recommend [Student's Name] for the [Art/Music Program Name] at [Institution/Organization Name]. As [Student's Name]'s [Your Relationship, e.g., art teacher, music instructor], I have observed their exceptional talent and dedication to [Art/Music].

[Student's Name]'s work in [Mention Specific Art Form or Music Skill] is impressive, showcasing their [Mention Specific Skills or Qualities]. [His/Her/Their] passion for [Art/Music] and ability to [Mention a Specific Skill or Achievement] make [him/her/them] a perfect fit for [Program Name].

[He/She/They] will undoubtedly enhance the creative environment of your program.

Sincerely,
[Your Name]

Example for Template 5

Elizabeth Johnson
Art Teacher
Riverside High School
elizabeth.johnson@email.com

April 18, 2021

Richard Davis
Director
Advanced Art Program

Dear Mr. Davis,

It is with great excitement that I recommend Anna Lee for the Advanced Art Program at Fine Arts Academy. As Anna's art teacher, I have observed her exceptional talent and dedication to visual arts.

Anna's work in oil painting is impressive, showcasing her creativity and attention to detail. Her passion for art and ability to convey emotion through her work make her a perfect fit for the Advanced Art Program.

She will undoubtedly enhance the creative environment of your program.

Sincerely,
Elizabeth Johnson

Recommendation Letter Template 6: Special Talent or Achievement Recognition

[Your Name]
[Your Position]
[Your Institution]
[Your Contact Information]
[Date]

[Recipient's Name or Committee]
[Award or Recognition Program Name]
[Institution/Organization Name]

Dear [Recipient's Name or "Honorable Committee"],

I am honored to recommend [Student's Name] for [Award or Recognition Program Name] at [Institution/Organization Name]. In my role as [Your Relationship to the Student], I have been consistently impressed by [Student's Name]'s talent and achievements in [Mention Field or Area, e.g., science, sports].

[Student's Name] has excelled in [Mention Specific Achievements or Awards], demonstrating [Mention Qualities or Skills]. [His/Her/Their] dedication to [Mention Field or Area] is evident and commendable.

[He/She/They] is undoubtedly deserving of [Award or Recognition Program Name], and I am confident in [his/her/their] continued success.

Respectfully,
[Your Name]

Example for Template 6

John Williams
Physics Teacher
Hillside High School
john.williams@email.com
March 22, 2021

Science Achievement Award Committee
National Science Foundation

Dear Honorable Committee,

I am honored to recommend Lucas Brown for the Science Achievement Award at the National Science Foundation. In my role as his physics teacher, I have been consistently impressed by Lucas's talent and achievements in scientific research.

Lucas has excelled in the National Science Olympiad,

demonstrating analytical skills and innovative thinking. His dedication to scientific inquiry is evident and commendable.

He is undoubtedly deserving of the Science Achievement Award, and I am confident in his continued success.

Respectfully,
John Williams

Recommendation Letter Template 7: Community Service and Volunteering

[Your Name]
[Your Position]
[Your Institution]
[Your Contact Information]
[Date]

[Recipient's Name or Organization]
[Community Service Award Name]
[Institution/Organization Name]

Dear [Recipient's Name or "To Whom It May Concern"],

I wholeheartedly recommend [Student's Name] for the [Community Service Award Name] at [Institution/Organization Name]. As [Your Relationship to the Student], I have seen [his/her/their] dedication and impact in community service, particularly in [Mention Specific Area or Project].

[Student's Name]'s commitment to [Mention Community Service Activities] and [his/her/their] ability to [Mention a Specific Skill or Contribution] have made a significant difference in [Mention Community or Cause].

[His/Her/Their] altruism and dedication make [him/her/them] a deserving recipient of [Community Service Award Name].

Kind regards,

[Your Name]

Example for Template 7

Sarah Miller
Volunteer Coordinator
City Community Center
sarah.miller@email.com
June 3, 2021

Youth Volunteer Award Committee
City Volunteer Organization

Dear To Whom It May Concern,

I wholeheartedly recommend Emily Zhao for the Youth Volunteer Award at the City Volunteer Organization. As her supervisor at the City Community Center, I have seen her dedication and impact in community service, particularly in supporting homeless shelters.

Emily's commitment to organizing food and clothing drives and her ability to motivate and lead her peers have made a significant difference in the lives of many.

Her altruism and dedication make her a deserving recipient of the Youth Volunteer Award.

Kind regards,
Sarah Miller

Recommendation Letter Template 8: Academic Achievement

[Your Name]
[Your Position]
[Your Institution]
[Your Contact Information]
[Date]

[Recipient's Name or Committee]
[Academic Award or Honor Name]
[Institution/Organization Name]

Dear [Recipient's Name or "Selection Committee"],

It is a privilege to recommend [Student's Name] for the [Academic Award or Honor Name] at [Institution/Organization Name]. As [Your Relationship to the Student], I have had the pleasure of witnessing [Student's Name]'s academic excellence, particularly in [Mention Subject or Academic Area].

[Student's Name] has not only excelled in [Mention Academic Achievements], but has also shown [Mention Qualities, e.g., intellectual curiosity, dedication]. [His/Her/Their] performance in [Mention Specific Academic Project or Accomplishment] is a testament to [his/her/their] commitment to academic excellence.

[He/She/They] is an ideal candidate for [Academic Award or Honor Name], and I am confident in [his/her/their] future academic successes.

Best regards,
[Your Name]

Example for Template 8

David Clark
English Teacher
Greenwood High School
david.clark@email.com
April 25, 2021

National English Excellence Award Committee
American Literary Association

Dear Selection Committee,

It is a privilege to recommend Jessica Kim for the National English Excellence Award at the American Literary Association. As her English teacher, I have had the pleasure of witnessing Jessica's academic excellence, particularly in literature and creative writing.

Jessica has not only excelled in advanced English courses, but has also shown intellectual curiosity and dedication. Her performance in the statewide essay competition is a testament to her commitment to academic excellence.

She is an ideal candidate for the National English Excellence Award, and I am confident in her future academic successes.

Best regards,
David Clark

Recommendation Letter Template 9: Sports or Athletic Program

[Your Name]
[Your Position]
[Your Institution]
[Your Contact Information]
[Date]

[Coach's Name or Committee]

[Sports Program or Award Name]
[Institution/Organization Name]

Dear [Coach's Name or "Selection Committee"],

I am pleased to recommend [Student's Name] for [Sports Program or Award Name] at [Institution/Organization Name]. As [Your Relationship to the Student, e.g., coach, mentor], I have observed [Student's Name]'s exceptional abilities and dedication in [Mention Sport or Athletic Activity].

[Student's Name] excels in [Mention Specific Athletic Skills or Achievements]. [His/Her/Their] commitment to [Mention Sport] and [Mention a Specific Athletic Quality or Contribution] has been instrumental in [Mention Team or Individual Success].

I believe [Student's Name] would be a valuable addition to [Sports Program or Award Name] and would excel in this opportunity.

Sincerely,
[Your Name]

Example for Template 9

Michael Peterson
Soccer Coach
Hill Valley High School
michael.peterson@email.com
May 30, 2021

Coach Johnson
State Soccer Talent Program
State Sports Academy

Dear Coach Johnson,

I am pleased to recommend Alex Martinez for the State Soccer

Talent Program at the State Sports Academy. As his soccer coach, I have observed Alex's exceptional abilities and dedication in soccer.

Alex excels in strategic gameplay and team leadership. His commitment to soccer and his ability to inspire and motivate his teammates have been instrumental in leading our team to the regional finals.

I believe Alex would be a valuable addition to the State Soccer Talent Program and would excel in this opportunity.

Sincerely,
Michael Peterson

Recommendation Letter Template 10: Extracurricular Program

[Your Name]
[Your Position]
[Your Institution]
[Your Contact Information]
[Date]

[Program Director's Name]
[Extracurricular Program Name]
[Institution/Organization Name]

Dear [Program Director's Name],

I highly recommend [Student's Name] for the [Extracurricular Program Name] at [Institution/Organization Name]. As [Your Relationship to the Student, e.g., teacher, advisor], I have witnessed [Student's Name]'s passion and commitment to [Mention Extracurricular Activity or Field].

[Student's Name] has shown outstanding performance in [Mention Extracurricular Achievements or Contributions].

[His/Her/Their] dedication to [Mention Extracurricular Activity] and ability to [Mention a Specific Skill or Trait] make [him/her/them] an ideal candidate for your program.

[He/She/They] will undoubtedly bring enthusiasm and a fresh perspective to [Extracurricular Program Name].

Kind regards,
[Your Name]

Example for Template 10

Elizabeth Nguyen
Debate Coach
Sunrise High School
elizabeth.nguyen@email.com
June 10, 2021

Mr. James Lee
National Debate Championship Program
Debate for Excellence Institute

Dear Mr. Lee,

I highly recommend Sarah Chen for the National Debate Championship Program at the Debate for Excellence Institute. As her debate coach, I have witnessed Sarah's passion and commitment to competitive debating.

Sarah has shown outstanding performance in regional and state debate championships. Her dedication to debating and ability to articulate and defend complex arguments make her an ideal candidate for your program.

She will undoubtedly bring enthusiasm and a fresh perspective to the National Debate Championship Program.

Kind regards,
Elizabeth Nguyen

