



A short recommendation letter for a student is a little note from someone who knows the student well (such as a teacher, mentor, or boss) vouching for their skills and abilities. It's usually used for college applications or job opportunities. It's just a couple of paragraphs that highlight the student's strengths and explain why they'd be a great fit for the program or job they're applying for.

It's important to keep it short and sweet, nobody wants to read a novel about a student. It's all about making a case for the student in a concise and compelling way.

## **Step-by-Step Guide to Writing a Short Recommendation Letter for a Student**

1. Begin by addressing the letter to the appropriate person or organization, such as the admissions committee of a college or the director of a program.
2. Start the letter by stating your relationship to the student and how long you have known them.
3. Next, provide specific examples of the student's achievements and abilities. Mention their grades, test scores, and any awards or honors they have received. Also, mention any academic projects or research the

student has completed, as well as any relevant coursework that highlights their abilities in their field of interest.

4. (Optional) In addition to their academic achievements, mention any extracurricular activities or community service the student has been involved in that demonstrate their character and leadership skills.
5. (Optional) Describe the student's personal characteristics and behaviors that make them an ideal candidate for the program/school/opportunity. This could include their teamwork skills, problem-solving abilities, positive attitude, initiative, responsibility, and independence.
6. (Optional) Include a sentence or two about how the student has improved over time. This can show the reader of the letter that the student is capable of growth and development.
7. End the letter by expressing your strong recommendation for the student and your willingness to provide additional information if needed.
8. Keep the letter concise and to the point, make sure that the letter is 1 page only and no more than 5 paragraphs.
9. Review and proofread the letter for grammar, punctuation, and spelling errors.
10. Include your name and sign the letter at the end.

The easiest way to write a short recommendation letter for a student is to focus on the most important and relevant information. Highlight the student's achievements and abilities in a clear and concise manner that gets to the point.

## **Sample Short Recommendation Letter for a Student**

If you're looking to write a short recommendation letter for a student, a good template to follow is provided for free below.

This template covers all the key points that a short recommendation letter should contain: your relationship with the student, their academic achievements, personal characteristics, and a strong recommendation. Remember to keep it concise, it's supposed to be a short letter. And of course, use your own words, be honest, and make it sound like you.

[Your Name]

[Your Title]

[Your Organization/Affiliation]

[Address]

[City, State ZIP Code]

[Phone Number]

[Email Address]

[Recipient's Name]

[Admissions Committee/Organization]

[Address]

[City, State ZIP Code]

[Date]

To Whom it May Concern,

I am writing to recommend [Student's Name] for [insert program/school/opportunity]. As [Student's Name]'s teacher for [X] years, I have had the pleasure of watching [Student's Name] grow into a hardworking and dedicated student.

[Student's Name] has consistently achieved excellent grades and demonstrated a strong aptitude for [insert field of study]. They are a team player and actively participated in school activities, always putting forth their best effort.

[Student's Name] is confident and articulate, with a positive attitude. They possess problem-solving abilities, take initiative and work well with others, showing a strong sense of responsibility and independence.

I highly recommend [Student's Name] for [insert program/school/opportunity] and I am confident that [Student's

Name] will excel in this program. I am available to provide additional information, please do not hesitate to contact me.

Sincerely,  
[Your Signature]  
[Your Name]

## **Sample Short Recommendation Letter for a Student (Version 2)**

[Your Name]  
[Your Title]  
[Your Organization/Affiliation]  
[Address]  
[City, State ZIP Code]  
[Phone Number]  
[Email Address]

[Recipient's Name]  
[Admissions Committee/Organization]  
[Address]  
[City, State ZIP Code]

Dear [Admissions Committee / Program Director],

I am writing to highly recommend [Student's Name] for [admission to your school / acceptance into your program / this job opportunity]. I have known [Student's Name] for [X] years as their [teacher / mentor / coach / etc.].

I have been consistently impressed by [Student's Name]'s academic achievements and abilities. They have consistently earned high grades and test scores and has received numerous awards and honors. In addition, [Student's Name] has completed several academic projects and research initiatives that demonstrate excellent abilities in [field of interest].

In addition to academic achievements, [Student's Name] has been actively involved in extracurricular activities and community service. These experiences have allowed [Student's

Name] to develop strong character and leadership skills.

One of the things that stands out most about [Student's Name] is their personal growth and development. Over the time I have known [Student's Name], I have seen them grow into a mature and responsible individual who is capable of taking on new challenges.

[Student's Name]'s personal characteristics and behaviors make them an ideal candidate for your [program/school/opportunity]. [Student's Name] has excellent teamwork skills, problem-solving abilities, a positive attitude, initiative, and responsibility.

Sincerely,  
[Your Signature]  
[Your Name]