Dear Palmer Gay

I have worked with [student name] as her [subject] teacher and would recommend her for your university. While a student with us, she has always performed brilliantly, especially in my subject of [subject name]. Throughout the year she has maintained a GPA of [score] while taking a full load of honors classes and seminars.

She has been an active student and dedicates much of her time outside the classroom too. This year she topped the class in my subject and managed to win the inter-college debate competition held in February. We also employed her for the position of a teacher in a museum program where she taught fourth graders to ride a horse.

She jumped into all these tasks with full energy, positive attitude, and great initiative. She has a very good rapport with people of all ages – kids to adults. [Student name] has an exceptional talent for teaching the toughest things in a very simple manner and making it fun too. She has been tutoring her juniors and her siblings who are still at school. Teaching brings out her leadership qualities and her command over kids too.

I have found [student name] to be extremely reliable, intelligent, organized and friendly. She can connect with a person on a very basic level. She will be a great asset to your institution if you decide to admit her. I hope I have brought out all the qualities of [student name] in this letter. Even though if you have any questions, you can contact me on [phone number] or [email id].

Yours Sincerely,

Lyle Sutton