Sample Academic Recommendation Letter (Text Version)

*John I. Academician*

*1450 Jayhawk Blvd, Lawrence, KS 66045 · (000) 123-4567 ·**jiacademician@ku.edu*

*September 1, 2018*

*University of Tennessee*

*Admissions Committee*

*123 Business Rd.*

*Business City, NY 54321*

*Dear Admissions Committee Members:*

*It is with much pleasure and enthusiasm that I am writing to you to support the candidacy of Elizabeth Hagen for admission to the English Department’s Graduate Program at the University of Tennessee.*

*I first met Elizabeth when she enrolled in my sophomore-level course in Victorian Literature at the University of Kansas, a class in which she demonstrated writing and literary analysis talents far beyond the capability of most of her peers. Her enthusiasm for Dickens and post-modern critical analysis led her to complete other classes in advanced Victorian Studies with me, and it was my privilege to serve as her advisor for her senior honors project, “Gender Ambiguity in Dickens’ Orphans.”*

*Elizabeth’s penetrating mind allows her not only to grasp the basics of our curriculum, but also to formulate highly original and persuasive interpretative arguments. She demonstrates superb leadership and organizational skills in leading group projects, and is one of our most highly ranked undergraduate teaching assistants in our entry-level English 101 courses. She is also a humorous and engaging speaker, and has presented two extremely well-received papers at the annual Victorian Studies conference at the University of Florida.*

*I am thus convinced that Elizabeth will prove herself to be a valuable contributor to your English Department, both as a graduate student and as a Teaching and / or Research Assistant. She is more than deserving of any financial assistance you can offer as she completes her Master’s and Doctoral degrees.*

*Please let me know if there is any additional information I can provide to support you in your decision-making process. I am emailing copies of this letter to Dr. Greg Trahern, English Chair, and to Dr. Jennifer McCracken, senior professor of Victorian Literature at the University of Tennessee.*

*Sincerely,*

*John I. Academician*