

September 1, 2009

To Whom It May Concern:

It is my privilege to recommend Jane Doe for admission into your social work graduate program. I have known Jane for over two years, as she was a student in two of my social work classes at Calvin College. Jane is a strong candidate for your graduate program because of her commitment to academic achievement, her talents as a communicator and her leadership in co-curricular activities.

In the time I have known Jane, I have been impressed with her commitment to education. Jane ranks in the top 10% of her peers, and she frequently stayed after lectures or visited my office for further discussion about the material we covered in class. Her questions and insights demonstrated a deep understanding of the material, which she consistently was able to successfully integrate into her assignments.

In addition to academic achievements, Jane has also demonstrated effective communication skills. Her creativity and abilities as a communicator became apparent in presentations she delivered in class. Jane was also selected to present one of her research papers at the 2008 convention of the National Association of Christians in Social Work.

Finally, Jane has proven herself successful in leadership roles. During her senior year, Jane served as President of Calvin College's Organization of Students in Social Work (OSSW). Under Jane's leadership and guidance, OSSW increased its membership to over 25 students, representing 25% of our social work majors.

I highly recommend Jane Doe for admission into your graduate program. Overall, she is a very motivated and bright student, and I am confident that she will succeed in her future academic and professional endeavors. Please feel free to contact me at 616.526.6000 if you would like to further discuss her qualifications.

Sincerely,

Christine Smith  
Professor of Social Work  
Calvin College