Jane Evans

123 Main Street, Anytown, CA 12345 · 555-555-5555 · jane.evans@email.com

September 1, 2018

College Scholars Program

University of Tennessee  
123 Business Rd.  
Business City, NY 54321

To Whom It May Concern:

It is with much enthusiasm that I recommend Joe Bloom for inclusion in the College Scholars Program at the University of Tennessee.

I was Joe’s instructor for multiple English classes during his four years at Morristown-Hamblen High School, including AP English his junior year. In our classes, Joe displayed a level of creativity, wit, and analytical thought that is quite rare among high school students.

His writing and research skills are truly phenomenal – for his major essay project in AP English, he researched and wrote a remarkable study of visual imagery in the works of Edgar Allan Poe.

Joe’s wide-ranging intellect is such that he would be bored by most freshman- and sophomore-level Liberal Arts courses. He is ready to assume and excel in upper-division classwork, and possesses the self-motivation to successfully create and execute an independent course of honors study.

Joe’s academic strengths are complemented by his demonstrated leadership skills – he was our band’s drum major for two years and served as Vice President of the Student Council and Editor of our high school yearbook. He is also very active in his church and in the Sierra Student Coalition.

Please let me know if I can provide any more information to strengthen Joe’s candidacy for the College Scholars Program.

He has a very special spark, and I trust he will go far in making our world a better place.

Sincerely,

Jane Evans (signature hard copy letter)

Jane Evans

John Smith

123 Main Street, Anytown, CA 12345 · 555-555-5555 · john.smith@email.com

September 1, 2018

ZBS Community Hospital  
123 Business Rd.  
Business City, NY 54321

To Whom It May Concern:

Kathleen Doe volunteered for four years in the Women's Health ward at ZBD Community Hospital, where I am head nurse. During this time, she was a dependable volunteer who never missed a shift.

Kathleen was an asset to the hospital. She was always cheerful and willing to assist with any task. In addition, Kathleen was motivated and interested in learning. To this end, she often accompanied our care teams on their rounds so that she knew the status and needs of each individual patient.

Kathleen is relocating due to family circumstances, and, unfortunately, we will no longer be lucky enough to have her services.

She will be missed and I highly recommend her to any future employer or volunteer organization.

Sincerely,

John Smith, R.N.