

Noelle Perez

123 Main Street, Anytown, CA 12345 · 555-555-5555 · noelle.perez@sanjuancollege.edu

September 1, 2018

Duane Lau
Director, Admissions Office
Lincoln Law School
123 Business Rd.
Business City, NY 54321

Dear Mr Lau,

I have worked very closely with Jane Doe, both as her supervisor while she worked in the Career Office, and as her advisor. In both situations, I was very impressed by the dedicated manner with which Jane carried out her work assignments and pursued her academic coursework.

Jane has displayed a maturity, motivational level, and seriousness of purpose which I have rarely encountered during my extensive interactions with college students. Jane is very bright and has demonstrated an eagerness to learn. She is a quick study and has shown an ability to grasp general principles as well as subtle details.

Jane possesses many other qualities which I believe will make her a successful student of the law. She is very well organized, approaches projects in a systematic way, and manages her time effectively. She also possesses an excellent grasp of the English language and displays effective writing and editing skills.

In conclusion, Jane is an outstanding young woman who has a very strong interest in studying the law with the ability to grasp its intricacies.

She has demonstrated the character and work ethic that I am confident will lead to success in her legal studies and subsequent legal career. Jane left San Juan College as a well-respected student and solid member of the community. I recommend her without reservation for a spot in your incoming class of law students.

Please feel free to contact me if you need further information.

Sincerely,

Noelle Perez
Director, Career Office