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Graduate Recommendation Letter

Director of Admissions
College of Arts and Sciences
Texas Tech University

Dear Sir or Madam:

It is my great pleasure to write a letter of recommendation on behalf of Miss XXX, who is applying for admission to your esteemed graduate program. As a manager of KEC Language Institute, I am happy to support her desire for graduate study to become a Japanese language teacher.

I became acquainted with Miss XXX when she entered KEC Japanese Language Institute, which is the school to train future Japanese teachers. She was a part-time student and attended our school on weekends as she had a full-time job. However, she studied a wide range of theories about teaching Japanese, such as grammar, teaching methods, and so on. I remember that she enthusiastically participated in all classes and was an outstanding student, always earning more than 90% on her tests. She really enjoyed her study of Japanese education and has become fascinated with teaching Japanese to others.

Miss XXX applied her knowledge gained from her theoretical classes when she gave instruction to students in practical teaching classes. She was especially interested in studying the process of second language learning and teaching methods.

In addition, she quickly assimilated advice and opinions from teachers, students, and, classmates so that she could make her lessons more effective and enjoyable for the students. For example, when a student told her that the pace of her class was a little fast one day, she carefully confirmed that all students understood her explanations clearly and adjusted her teaching pace from that day on.

Miss XXX is a flexible, friendly, and responsible individual who is able to view things from students' perspectives. She responsibly provided effective lessons for students at our school and motivated them to learn.

I strongly hope that Miss XXX will have the opportunity to pursue her desired field and teach Japanese. She will utilize the knowledge and experiences she has gained through her involvement in Japanese education and her career. I assure you that her diligence and enthusiasm will catalyze other students in your graduate program and contribute to helping Japanese learners facilitate their understanding of the language.

Sincerely yours,

Name Surname
Manager
XXX Institute

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