

Graduate Recommendation Letter

Director of Admissions
College of Arts and Sciences
Texas Tech University

Dear Sir/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 support our students who is studying Japanese education to become a Japanese teacher.

I became acquainted with 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 Japanese grammars, methods of teaching Japanese, and so on. I remember that she enthusiastically participated in all classes and always earned more than 90% on her tests. She really enjoyed her study of Japanese education and has become fascinated with teaching Japanese.

XXX applied her knowledge gained from her theoretical classes when she gave instructions to students at 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, class-mates so that she could make her lessons more effective and enjoyable for students. For example, when a student told her that the pace of her class on the day was a little fast, from the next class on, she carefully confirmed that all students understood her explanations clearly and adjusted her teaching pace.

XXX is flexible, friendly, and responsible individual who can view things from students' perspectives. She responsibly provided effective lessons for students with her big smiles at our school.

I strongly hope that Miss XXX will have the opportunity to pursue her desired field and teach Japanese by utilizing the knowledge and experiences she has gained through being involved in Japanese education and her career. I firmly believe that her diligence and enthusiasm will catalyze the study of other students at your graduate program and contribute to help Japanese learners facilitate their understandings of Japanese.

Sincerely yours,

Name Surname
Manager
XXX Institute

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