

## SAMPLE AFTER EDITING

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# Graduate Recommendation Letter

Dear Sir or Madam:

It is my privilege and pleasure to recommend Miss XXX for admission to your applied linguistics M.A program. I have known XXX for about four years. As an educator of students who are studying to become Japanese teachers, I recommend XXX very highly to your university.

XXX participated actively in my class. Although she has a full time job, she was always prepared for her lessons. For example, she prepared a wide variety of lesson materials which had many pictures and facilitated her students' understanding of Japanese. She effectively communicated with her students to encourage them to participate in her lessons. When she was teaching Japanese, her students enjoyed their lessons and gave her positive feedback. Even when she was sick, she still came to class and gave instructions to her students. Though she was not well, she fulfilled the role of a teacher, which illustrates her strong sense of responsibility. I am sure that she will fulfill the requirements of your graduate program.

XXX often talked to me about her career goals of teaching Japanese at a university in the United States. Although it seemed to be a challenging decision, she has never strayed from her career goal and worked hard for four years. When she had to move from her hometown of Osaka to Tokyo for her job, she was able to adapt to a new environment and teach Japanese effectively. I also had a job transfer from Osaka to Tokyo around the time she came to Tokyo, so I taught her in Osaka and Tokyo and know about the difficulties she has overcome. She did her best to achieve her career goal.

I am confident that XXX will do well in your graduate program.

Sincerely yours,

Name Surname

Trainer of Japanese teachers

Vice President, XXX Institute

**Need to impress the admission committee?**

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