

Associate Professor XXX XXX  
XXX of XXX XXX  
XXX XXX  
Beijing 100048  
The People's Republic of China

MMM DD, YYYY

To whom it may concern:

I consider it a great pleasure to recommend Miss XXX XXX, one of my favorite undergraduates, for admission to your graduate program.

I have known Miss XXX for almost three years since she enrolled in my department. As an outstanding student leader, I had many occasions to witness her strength and growth. As a freshman, she successfully helped the organization of the New Year Party in our school. From the planning to the rehearsal of shows, she showed her tremendous capacity in prioritizing and time management. From March to July in 2008, she organized a series of volunteer work--teaching the senior citizens English in XXX Community, Beijing. For this, XXX and her classmates consulted many English teachers in our Institute and even read a great deal of literature concerning the EFL teaching theories.

Miss XXX is energetic and passionate. She can well manage her coursework and social work. Her quick mind and strong analytical skills well justified her outstanding achievements in almost every subject. Her high GPA rank reflected her intellectual potential. Her thesis project, titled "*Issues Arising from the ZZZ of XXX and YYY of Social Workers*," was well grounded in an extensive qualitative research. She used various research methods including case study and interviews. Her solid background in psychology--more specifically, applied psychology--made it easier for her to design and carry out the interviews. During the oral debate of her thesis project with highly insightful ideas and clear logicity, the entire evaluation committee spoke highly of her work.

It is also worth mentioning her proficiency in both English and Chinese. Under my recommendation, she once made a proposal for an Overseas Affairs Service Agency, which was intended as part of a Video for the publicity of the agency. I later received very positive feedback from the agency she worked for. She also translated some articles for me and many other scholars in our department.

I am convinced that Miss XXX is a significant talent and will make graceful contributions to your program. She has proven to have the perseverance, intellectual potential and creativity necessary to complete the advanced studies in your school. I therefore highly recommend Miss XXX. If I can be of any further assistance, please do not hesitate to contact me.

Sincerely yours,

XXX XXX