Dear Mr./Mrs./Dr. or To Whom It May Concern:

The opening paragraph should include your credentials. Describe how well you know the candidate, including how long and in what capacity. Cite relevant details about yourself that support why you are specifically qualified to recommend the candidate. These details are essential for producing an effective letter.

Next, provide information about the candidate. Try to touch on relevant information such as his/her work habits, job responsibilities, intellect, academic preparation, academic accomplishments, general accomplishments, contributions, projects and awards. Make sure to back up any information with concrete facts and examples.

Now, describe the candidate’s disposition and temperament. Information regarding the candidate’s interpersonal skills is important. Provide information regarding the candidate’s humor, ability to adapt, openness to new ideas, personal strengths, as well as unusual qualities. Remember, you are supposed to address the candidate’s strengths and weaknesses.

This paragraph may include one or several helpful examples of situations where the candidate overcame an obstacle or achieved an exceptional goal. These examples are meant to highlight unique and significant qualities of the candidate’s background.

Finally, the closing paragraph should predict a bright future for the candidate. For example, you could state your willingness to hire him/her if you had openings. However you choose to conclude the letter, try to make a strong case for the candidate.

Sincerely,

(Signature)

Full Name