To Whom It May Concern,

It is with both pleasure and pride that I recommend Mr. Joseph March for admission to graduate school.

Mr. March has been my research assistant in the University’s botanical laboratory for the past two years. I can say with all honesty that during this past couple of years, Mr. March has displayed outstanding job performance, carrying all tasks enlisted in the job description promptly and effectively while conducting his own laboratory research projects. Mr. March is known for producing and maintaining high quality results at all times.

In all of his academic and non-academic subjects, Mr. March has managed to obtain excellent grades on a consistent level. Mr. March’s modesty despite his intelligence and his eagerness to learn makes him a wonderful student and a quick learner. His diligence and dedication has caused peers and mentors to admire him, regarding him as an outstanding figure of informal leadership.

If you are in need of more information on Mr. March’s character and experience, I am more than glad to furnish you with such information. With confidence, I believe that Mr. March will do exceptionally well in graduate school.

Sincerely,

Marithe James