

推薦状（1）： 会社の上司からの推薦状サンプル

※会社のレターヘッドに印刷。または、上司の名刺同封の上ご提出下さい。

April 10, 2002

Human Resources Department

<COMPANY NAME>

1000 Broadway, Suite XXXX

New York, NY XXXXX

To Whom it May Concern:

The purpose of this letter is to recommend Ms. Mary Jones for employment as an office manager or related position.

Mary possesses excellent office and administrative skills necessary to administer a project, while gaining the acceptance of other office personnel. The work she produces is on-time and accurate. This has made Mary a valuable part of our management team. During her employment with us, we have acquired a larger percentage of clientele. I believe her good business skills and pleasant personality have helped our business grow.

During the last three years Mary has worked her way from clerical worker to part of our management team. This is due primarily to her ability to quickly comprehend difficult tasks. Mary is unique individual with a positive attitude, who can accept responsibility to complete a project with little oversight or direction. Her excellent secretarial skills and office administration skills make her a valuable asset. I would highly recommend her to any company seeking these qualities in an individual.

Sincerely,

Kent Waterfall

[Title]

[Department]

推薦状（2）： 大学教授(助教授)からの推薦状サンプル

※大学のレターヘッドに印刷。または、教授(助教授)の名刺同封の上ご提出下さい。

Dear [Name of Employer]:

This reference letter is provided at the written request of [name of student], who has asked me to serve as a reference on [his/her] behalf. It is my understanding that [name of student] is being considered by your organization for the position of [job title]. Please be advised that the information contained in this letter is confidential and should be treated as such. The information should not be disclosed to [name of student, if student has waived access] or anyone in your organization who would not be involved in the hiring decision regarding this individual. Additionally, the information should not be disclosed to anyone outside of your organization without the consent of the student.

I have known [name of student] for the past [number of months, semesters, years] as [he/she] has taken the following courses which I teach: [list courses, give brief description of content of course]. As [his/her] professor, I have had an opportunity to observe the student's participation and interaction in class and to evaluate the student's knowledge of the subject matter. I would rate the student's overall performance in these subjects as average. This is evidenced by [his/her] grades--[state the grades].

[One or two specific examples of the student's performance may be appropriate.] As part of [his/her] grade in [name of course], the student was required to prepare a paper. The paper was designed to measure the student's ability to research, to analyze the results of the research, and to write. [Discuss how the paper submitted by the student indicated to you the student's skills in these areas.] Based upon this, I rate the student's skills competent but not excelling.

The one area in which the student performed above average was in oral communications. [Give specific example to support this.]

Based upon the student's academic performance and my understanding of the position for which the student is applying, I believe the student would perform (place overall evaluation here).

If you would like to discuss this further, please feel free to contact me.

Sincerely,

[Faculty Name]