

Dear [Full Name],

I have known Beth Crawley for the past two years, having served as both her English teacher and her supervisor on the ABC High School newspaper. I believe Beth would be an excellent addition to XYZ College.

While a student at ABC High School, Beth has always challenged herself academically. She is an active participant in class discussions and grasps material quickly. She has superb written and verbal skills that are a pleasure for any teacher to encounter. Beth even tutors incoming high school freshmen who are struggling with their English courses.

Beth also excels in extracurricular activities. She has served as the features editor of our high school paper for the past two years and has written a number of insightful, thought-provoking articles. Her ability to delegate work to her assistant editors also reflects her organizational skills and strong leadership abilities.

Beth would bring so much to your school, both inside and outside of the classroom. If you have any questions regarding Beth's qualifications, please feel free to contact me at (555) 555-5555 or Kara.White@email.com

Sincerely,

[Full Name]

[Contact – Address]