

30 February 2020

Mr. John Doe  
Big Company, Inc.  
123 Wherever Drive  
Orlando, Florida 12345

Dear Mr. Doe:

I am writing this letter to recommend Juan Martinez for the position of Senior Engineer at Big Company, Inc. (Job #12345678). Based on the job description, you will find Juan to be very well-qualified for this position. He is intelligent, hard-working, and has been a valuable member of our team. *State the purpose of the letter and summarize all that is good about the candidate. Use strong words to grab attention, but be prepared to justify those words in following paragraphs with specific examples of Juan's performance.*

I first met Juan in 2017 when he took my class in Computational Electromagnetics. This was a difficult class and by the end of the semester a successful student will have implemented the transfer matrix method, the finite-difference frequency-domain method, the plane wave expansion method, and rigorous coupled-wave analysis (RCWA). By the end of the semester, Juan was one of the top students in the class, earning an A+. The most difficult method was RCWA. In the homework I created a problem with several intentional pitfalls. Juan caught all of these and flawlessly solved the problem with a very clean and robust code. *State how you met the person and a little about your first impressions.*

I hired Juan as a Research Assistant in 2018 and have been working with him ever since. I am immediately impressed by his ambition when he asked for a very difficult project that would help make a name for himself. We discussed a few topics and he chose to explore spatially-variant tunable metasurfaces. Juan was always excited to work on this project and watched him work vigorously on the project. Sometimes I would have to remind him to eat lunch or go home! He demonstrated to me a high level of maturity by constantly reading the literature to become an expert in the area. I do not generally see this habit develop in students until their final year or two in research, but Juan started on that right away. In the end, he developed a very novel device that won him Best Paper at an IEEE conference and some invited talks. His performance on this project was truly exceptional. *Talk through some specific examples that demonstrate Juan's qualities that will get him the job. Consider writing 2-4 paragraphs like this.*

Please let me reiterate my recommendation for Juan Martinez. In my experience with him, he has proven to be valuable member of my team. He is smart, hard-working, and gets along great in a team. This makes me confident that Juan will be highly successful with you. Please do not hesitate to contact me if you have any further questions. *Reinforce your recommendation and summarize the qualities the employer is looking for. Offer to answer any additional questions.*

Sincerely,

John Hancock  
Director, Awesome Lab  
Impressive title  
University of Somewhere  
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[email@gmail.com](mailto:email@gmail.com)

*Use professional letterhead and signature. Make recommender seem big and important. For ordinary people, keep letter to one page or less. For exception people, keep letter to two pages or less.*