

## Sample Faculty Reference Letter

Date: **[Today's date]**

Dear **[Name of employer, university representative, or other]:**

This reference letter is provided at the request of **[name of student]**, who has asked me to serve as a reference on **[his/her]** behalf. Please be advised that this information is confidential and should not be released to another party without the consent of the student, unless it directly concerns the intended purpose of this reference for **[hiring, university admission, a scholarship application, an internship, or other]**.

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 academic performance in these subjects as **[below average, average, above average, etc.]**.

**[It may be appropriate to give one or two specific examples of the student's performance here]:**

As part of **[his/her]** grade in **[name of course]**, the student was required to **[prepare a paper, troubleshoot computers in a lab, do a project, write a business plan, etc.]** As a result, **[he/she]** showed an ability to **[discuss how activity illustrates the student's performance, skills, and/or knowledge of the field, and based on this, how well the student performs (at an outstanding level, above average, etc., or other comments)]**.

**[It may be helpful to give more specific examples about the student's background or areas of expertise]:** In addition, **[name of student]** **[has a background in, has done or performed, has skills or interests in; and then list these.]**. Based upon **[his/her]** academic performance and my understanding of **[the position for which the student is applying, the career field the student is entering, the scholarship being offered, the internship opportunity, etc.]**, I believe the student would **[place overall evaluation or summary here]**.

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

Yours truly,

**[Name of Faculty member]**

**[Job Title]**

**[University or college]**

**[Contact info {email and/or phone}]**

*This sample adapted from original, with permission, as provided by NACE*

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