Letter of RecommendatioN FOR EARLY ENTRY

DELETE: Provided by International College of Management, Sydney (ICMS) for use by Careers Advisors, School Principals, Year Advisors and other school staff who have been asked by a student to provide a Letter of Recommendation

(date)

Letter of Recommendation for {student’s full name}

Re: Application for the International College of Management, Sydney (ICMS).

To whom it may concern,

As {student’s name}’s {your relationship with the student} at {your school’s name} I have no hesitation in recommending her/him for Early Entry into The International College of Management, Sydney (ICMS).

Over the past {number of years’ student has been at your school} years she/her has proved to be an intelligent, respectful and conscientious student, demonstrating a commendable work ethic. I have been impressed with her/his commitment to our school both academically and in extra-curricular activities.

{student’s name} has excelled in {subject/s where student has done well}, ranking {student’s ranking in that subject}. She/he has also achieved consistently high results in {list other subjects}. From comments in half yearly reports, it is evident that she/he is a keen contributor in all classes and is valued by teachers and fellow students.

{student’s name} presents and communicates well and is a role model at our school. She/she can best be described as {describe personality e.g: responsible, friendly, polite, cooperative, reliable, outgoing, helpful, vibrant, serious, sweet, mature, punctual, calm, well-organised, accepting of feedback, creative, resilient} and is well-liked by staff and students.

I believe that {student’s name} will be an asset to ICMS and will succeed academically, make a positive contribution to college culture and go on to prove an asset for future employers.

Yours sincerely,

{your name, position, school, contact details}