

Letter of Recommendation Samples

추천서 양식 및 밀봉 방법 예시

Example of a Reference Letter

Date

Name

Position

Return Address

To Whom It May Concern:

I am writing in reference to FULL NAME and his/her job/postsecondary application. I have known NAME for _____ years as his/her (teacher, employer, family friend). Sentence stating their strengths and personal qualities and values that you have observed (eg. I found him/her to be self-motivated, punctual, etc.) Sentence giving examples of how they have shown the above. (Captain of the BB team, leadership, outstanding student, volunteer position, citizenship).

I would recommend NAME for the position because (tell them why).

If you require any other additional information please feel free to contact me at (phone number and time when they can call at this number, and email address)

Yours truly,

Personal Signature (must be signed by the person writing the letter)

Name

1. 추천서 양식은 자유이며,
추천인이 봉투를 직접 밀봉하여야 합니다.

Jane Evans

123 Main Street, Anytown, CA 12345 · 555-555-5555 · jane.evans@email.com

September 1, 2018

College Scholars Program
University of Tennessee
123 Business Rd.
Business City, NY 54321

To Whom It May Concern:

It is with much enthusiasm that I recommend Joe Bloom for inclusion in the College Scholars Program at the University of Tennessee.

I was Joe's instructor for multiple English classes during his four years at Morristown-Hamblen High School, including AP English his junior year. In our classes, Joe displayed a level of creativity, wit, and analytical thought that is quite rare among high school students.

His writing and research skills are truly phenomenal – for his major essay project in AP English, he researched and wrote a remarkable study of visual imagery in the works of Edgar Allan Poe. Joe's wide-ranging intellect is such that he would be bored by most freshman- and sophomore-level Liberal Arts courses. He is ready to assume and excel in upper-division classwork, and possesses the self-motivation to successfully create and execute an independent course of honors study.

Joe's academic strengths are complemented by his demonstrated leadership skills – he was our band's drum major for two years and served as Vice President of the Student Council and Editor of our high school yearbook. He is also very active in his church and in the Sierra Student Coalition.

Please let me know if I can provide any more information to strengthen Joe's candidacy for the College Scholars Program.

He has a very special spark, and I trust he will go far in making our world a better place.

Sincerely,

Jane Evans (signature hard copy letter)

Jane Evans

2. 피추천인(지원자)이 추천인으로부터 추천서를 받아 원서 구비서류와 함께 발송하여도 되고, 추천인이 직접 KAIST 도곡캠퍼스로 보내주셔도 됩니다. 단 추천인이 직접 보내주시는 경우에는 피추천인(지원자)께서 미리 연락주시기 바랍니다.



3. 봉투는 추천자가 직접 풀이나 셀로판테이프로 밀봉하고 봉합 부분에 날인 또는 서명하여야 합니다.

