

SAMPLE LETTER OF RECOMMENDATION

Man, Connors & Clark

1541 Ocean Avenue, Suite 2000
Santa Monica, California 90401

December 6, 2005

Re: John Smith

To Whom It May Concern:

It is with great pleasure that I write this letter on behalf of John Smith. I have known John for two and a half years and have had the opportunity to observe and evaluate him in a number of different contexts and situations.

As an attorney, professor and law school advisor, I have interacted with many students over the past fourteen years. John is an exceptional individual. He is not only bright, but he also possesses strong communication and interpersonal skills. He is an excellent writer and recently authored an article that was published in the St. Joe's Law Review. John also enjoys engaging in discussions and debates on a broad range of topics, using creativity and flexibility in his reasoning.

An open and friendly person, John is easy to talk to and a born leader. These skills enabled him to successfully establish and organize the first ACLU chapter at St. Joe's Law School. Last year, he received a special award from the ACLU recognizing his generous contribution to their organization.

For all these reasons, I believe that John Smith would be an asset to your organization. If you have any questions, please not hesitate to contact me at (213) 736-1150.

Very truly yours,

Caroline Jones, Esq.