# 英语作文推荐信范文(精选38篇)

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*英语作文推荐信范文1>A Letter of RecommendationThe Second Department of English Beijing Foreign Language Institute.Beijing, China ...*

**英语作文推荐信范文1**

>A Letter of Recommendation

The Second Department of English Beijing Foreign Language Institute.

Beijing, China July 17, 20xx.

Lemon Language Institute Sidney, Australia.

Dear President：

It is a great honour for me to introduce to you one of my very best student, Miss Shen Ming, a 21-year-old graduate of our institute this year.

Miss Shen entered our institute in 1985 and she has ever since been hard-working at her lessons and made rapid progress.

During the four years of study, she has always ranked high in her class.

In 1987, she came out first at the National College Students English Speech Contest.

Coming from a family of English teachers, Miss Shen has a particular interest in the teaching of English.

It is her wish to further her studies on linguistics, methodology as well as on the English language.

It will certainly be of great help to her if she could have such a chance in your Institute .

With best regards,

Yours sincerely,

Wang Shen

**英语作文推荐信范文2**

Dear leader,

How do you do？

I assure you, with the conscience of a people\'s teacher and social citizen, that my student XX. XX is an outstanding student who has talent and ambition.

First of all, XX has a high moral quality and personality. She has a heart to her heart, and any improvement in her own quality can be pursued with great optimism. She focuses on social life, loves her country and loves life and everything around her. She respects her teachers and others. She always tries her best to be perfect. Therefore, she has strong cohesion and charisma in the masses and in the team. The character is cheerful and quiet, the person is kind and honest and simple and tolerant, and is very good at doing things.

In her studies, she was called ^v^chang sheng general^v^ by her classmates. Her excellent grades, on the one hand, are due to her intelligence, on the other hand, her correct attitude and scientific learning methods. At ordinary times, she pays attention to the extension of listening, reviewing and extracurricular knowledge. She attaches great importance to the integration of knowledge, regardless of the vertical integration of each subject, or the horizontal integration between different disciplines, she will explore with her heart. She is good at learning the knowledge of death, even if it is pure memory, she will try to find out the rules, and really can\'t learn without methods. So she learns to live and learn.

In life she is a good girl, enjoying the good life habit, life full and well organized, have a rigorous attitude to life and life style, passionate and generous, honest and trustworthy, ready to help others, with principles of good life itself, can get along well with your colleagues. Take part in various extracurricular activities, so as to enrich my experience.

In thought, she and the party central committee continue to be consistent, adhere to the four cardinal principles, conscientiously study three represents important thought. Motivated by heart, love the motherland and the people, support the leadership of the communist party of China, support the guidelines and policies, abide by the laws of the state laws and regulations and the rules by heart to the party organization, submit to party membership application form; I have a strong sense of self-criticism and self-criticism, and have set up the correct outlook on life and values. Obey orders, command the audience.

I would like to ask the leading experts to give this excellent girl a chance to show her talent.

Referee: XXX

**英语作文推荐信范文3**

Dear leader,

Hello! First of all, I sincerely thank you for taking time out of your busy schedule to see my introductory material.

My name is XXX. I am a graduate of XX normal college. My major is environmental protection and pollution control. The main direction of the main attack is water pollution control project.

I come from the countryside, hard conditions honed my tenacious struggle, not afraid of the tough character of hardship. I am ordinary, but I am not mediocre. The road ahead is full of opportunities and challenges, and I am excited and ready to meet. I firmly believe that: natural I will be useful, the pay will always have the return!

During my college years, I focused on the improvement of comprehensive quality while studying in specialized courses. During the school year, I took courses in the history of Chinese revolution, public relations, leading science and writing. Self-taught web page making, computer programming, etc., mastered the skill of making web pages, through national computer level 2; And read about the number of books that are related to the major. Professionally, I have honestly learned relevant knowledge about water pollution control, i gas pollution control, solid waste treatment and other relevant knowledge, and won scholarships several times.

Practice is the sole criterion for testing truth. I deeply understand the importance of practice. I have served as a member of the propaganda committee, the ministry of practice, the director of the deng institute, and the council of the environmental protection association. During the summer vacation, I took part in the intensive community of the school organization

The social practice is well received by the local residents. The year of 20xx is awarded the outstanding student cadre, 20xx year is rated excellent group stem and join the party heart molecule.

I know deeply that yesterday\'s achievements have become history, and on this day of fierce competition, only the down-to-earth and unremitting efforts can achieve the brilliance of tomorrow. Only by constantly cultivating the potential, improving the quality and exploring the inner potential, can we make ourselves invincible.

In the spirit of self-examination, self-exercise and self-expression, I came. Maybe I\'m not perfect, but I\'m confident: give me a chance and I\'ll try my best to make you happy. I will devote my youth and wisdom to your unit. ^v^Dare to innovate, dare to open up^v^ is my persistent pursuit. ^v^God\'s reward^v^ is my life belief.

Based on my major and intention, I have applied for environmental protection work or computer work and related direction. In the end, I wish you a better career! Healthy progress of all staff!

advance

salute

**英语作文推荐信范文4**

Dear headmaster：

I want to recommend xufan as our is kind and polite to always gets along well with classmates ,and he is ready to help others solve their problems .he is humourous and has a lot of friends .he is active in group is smart ,imaginative and creative .he is strong and studies hard .he always finishes his homework on does well in english and often gets a full mark in english.

Yours sincerely,

Bob

**英语作文推荐信范文5**

Dear Sir/Madam,

Thank you for agreeing to write on behalf of this candidate who is applying for admissions to the MSc in Applied Finance Programme at Singapore Management University. The Admissions Committee highly values your assessment of the applicant’s previous work history and potential for leadership in the future. The most helpful evaluations include specific examples of the past performance, and detailed descriptions of the applicant’s intellectual abilities and personal qualities. Evaluations that present a balanced view of the applicant will assist the Committee in distinguishing the very best candidates from a pool of highly qualified applicants.

Please complete the information requested on both pages of this form. Your comments will be held completely confidential. You may email the form to us at XX or mail it to the following address:XX

Alternatively, you may seal the envelope and write your signature across the seal on the envelope flap. The applicant will submit the sealed, signed envelope to us as part of completed application package.

Evaluations are an integral part of the selection process, and we sincerely thank you for your efforts on behalf of this applicant.

your sincerely，

XXX

**英语作文推荐信范文6**

Dear unit leader:

Hello!

I am recommending to your unit that I am a graduate of xx.

This student graduated from XXXX college, ordinary college, ordinary she, but has a heart that is not willing to be ordinary. Her self-confident, optimistic, dare to meet all challenges, although only an ordinary college graduates, however, is the source of her young, it\'s her nature to struggle, hard work is her duty, she firmly believes that success will become inevitable.

During these three years, xx students insisted on reading English every morning and studying at night. At least six hours a week is spent in the reading room. Study hard and not content, silently remember the knowledge learned, in the class with the teacher communicate with the teacher, have questions timely consult. Discuss with your classmates under class, study hard and hard. She learns from other people, takes the longest, and makes up for herself. In her approach to learning, she insisted: ^v^learn from the past.^v^

At the same time, she also pay attention to learning, combining with personality, have the courage to practice, flexible use of knowledge, really could combine theory with practice, the accumulation of learning and research thinking, the combination of ^v^no pains, a harvest^v^, she has been awarded the scholarship many times. During the second semester of my sophomore year, I went through cet-4 and won the first prize in the school mathematics competition. At the moment, what is she going to participate in this society with full of passion in the melting pot, she understand that there are a lot of difficulties and hardships, but she believes that through learning knowledge and obtain the knowledge and skills, as well as her love of life, can make her fight them! I hope your company can give her a platform for development. She will cherish and dedicate herself to it, and strive for the fulfillment of her life value and contribute to the development of your company. ^v^To eat bitter, to be a human being^v^, I believe that the student must be able to do a solid job, and offer a small amount of effort to your business.

Thank you again, I hope your unit will give priority to thinking, she must be able to live up to your heavy support!

Referee: XXX

**英语作文推荐信范文7**

Dear leader of your unit:

We have XXX students from our institute who are working in your company for an internship (internship or graduation internship). The internship is from the date of the month to the lunar New Year. Internship is an important part of teaching work in our hospital. It is an effective way for students to gain practical experience and adapt to society. The college attaches great importance to students\' internship. To this end, I sincerely hope that your company will give you great support and assistance so that students can complete the internship tasks successfully. At the same time, in the course of the internship, please follow the requirements of your rules and regulations, strictly control the students\' education, and give the students an appraisal of their internship status at the end of the internship.

Thank you for your great support for our teaching work.

advance

Salute!

**英语作文推荐信范文8**

I grew up here, who would like to learn and experience something unknown, especially those in relation to business. And,since I have gone to school,I love am interrested in foreign culture especially the culture of the United Kingdom.

^v^Bao Jianfeng from Sharpen out plum incense from cold to^v^ is my university to learn continuously. In addition to conscientiously study NC professional, but also to obtain a scholarship to study at different levels. In order to enhance their own capacity, I also participated in the Southwest Technology自考with undergraduate diplomas. Learning is important, the annual winter and summer vacations to allow me to participate in social practice, which greatly foster self-reliance of my life and social practice.

Learn: I often participate in physical training, basketball, badminton are my great love.

I has a special enthusiasm to your school\'s business I made full understanding about it. I like finance and I think I can have all the advanced theories and the experiences of the practical will make my college life become an extremely meaningful during the four years. Financial and management is my your school\'s college is the first and most important step of my idea.

I know Able Insurance is a leading player in regional insurance. I excelled in my coursework in insurance matters at Duke, and my thesis project centered on the insurance industry. I want to work for your company because of its good reputation in the community and its ability to offer excellent training and mobility. I hope to hear from you soon. You may contact me by calling (000) 555-1058.

**英语作文推荐信范文9**

尊敬的xxx：

您好！

我很荣幸推荐mr. \*\*\*到贵校工作。mr. \*\*\*自\*\*\*\*年\*\*月起在我校(\*\*进修学校)担任英语教师工作。他很有责任心，教学非常认真，是一个极富潜质并且热情上进的年轻人。他经常参加课堂以外的教学活动并且对学校做出了很多贡献。mr.\*\*\*不仅能迅速掌握情况，擅于解决教学难题，而且他的逻辑思维使得他能够有效地分析难题。他所担任的所有工作都能完成得令人非常满意。事实上他是非常得值得信赖，所以我经常赋予他重任。在他的.帮助下，我才能够花更多的时间来提高学生们优秀的英语口语能力。我因有一个如此有能力的老师而感到万分幸运。

我认为他的勤奋，以及能力和个人魅力回给你们学校做出贡献。我毫无保留地向你们推荐这位很有潜质的年轻老师。希望你们可以充分考虑及接受他的申请，我将不胜感激。

\*\*\*

\*\*\*\*年\*\*月\*\*日

**英语作文推荐信范文10**

Dear Sir or Madam,

At the request of University of Denver, my student in Zhengzhou 19th High School, I’m providing this reference, which I hope can be useful for you to review her application to your undergraduate program.

I have been the Chinese teacher and class director in Zhengzhou 19th High School for more than ten years. We are one of the most famous and high-quality high schools in the whole city, the faculties in our school are all renowned and highly-experienced. Though I’m relatively young in the school, I have lots of experience in Chinese teaching and student managing. I have been titled the outstanding young teacher and class-director by school and city.

英文教授推荐信范文

to whom it may concern:

in the capacity of chair professor of the department of management, having instructed mr. xiao ming in the course of primary management during the academic year of 20\_~20\_ and the course of operating research last year, i am pleased to have this opportunity to introduce him to you.

i have known mr. xiao ming since 20\_, when he was a fresh student in the class, as i was the instructor of their primary management. mr. chen’s enthusiasm for and diligence in learning

helped him become one of the most outstanding students in that class, making a strong and positive impression upon me. his passionate participation in discussion during class sometimes enlightened the whole group. and he was one of the few students to successfully pass the final exam of that subject, which was so difficult that quite a number of his classmates failed in it.

美国留学英文推荐信范文(1)

To whom it may concern,

At Miss \*\*\* request for a reference, I present my highest recommendation of her candidacy for admission to your esteemed graduate program.

Serving as Miss\*\*\* tutor since 20\_, I have had a first-hand opportunity to observe Miss \*\*\*campus life. She stepped into my sight as a girl who was highly motivated and innovative. She talked with me her plan for studying abroad when she was only a freshman. I often find her submerging herself in the library, reading the latest international journals to keep abreast of the cutting-edged developments in the field of accounting and finance. She also displays a strong ability in critical thinking. For example, she made a profound and comprehensive analysis on China’s booming stock market in 20\_ after saying “Good bye” to the former “Dragging Bear”. Due to her great enthusiasm and consistent efforts, she enjoyed an increasing GPA trend and obtained scholarships for four consecutive years. In my course international investment, she got an excellent mark of 96, ranking in the top 5%.

**英语作文推荐信范文11**

Dear leader,

Hello! First of all, thank you for your time in your busy schedule to read my letter of recommendation! This is the day to recommend XXX to you.

XXX, after graduating from high school, became a student of pharmacy in XX university of traditional Chinese medicine with his childhood dream. Now, with the ideal of youth, leaving school and going to work, interested in marketing.

In life, XXX is diligent, honest and trustworthy, and good interpersonal relations. In character, he is gentle and cheerful, steady and generous, adaptable to the potential. As a discipline member in the class, I get the trust of my teachers and classmates. I am responsible for my work conscientiously, and I am strict with myself. I always follow the principle of doing more things in the world.

Knowing the importance of combining theory with practice, XXX makes full use of the spare time, expands the knowledge field, and improves the knowledge structure. Use during the summer vacation in XX pharmacy practice shop assistant, must from the extent of some drug varieties, specifications, storage, efficacy and the status of the local residents commonly used medicines have must understand, develop self potential of language communication and potential accident contingency.

In the increasingly competitive, he believes that only a multi-level, all-round development, and master professional knowledge, to fit the need of social development and unit of choose and employ persons, can be in an impregnable position.

Referee: XXX

**英语作文推荐信范文12**

Dear leader,

Hello!

XX was enrolled in XX college in September 20\_ and majored in journalism. In the eyes of teachers and students, she is a lively and cheerful student with excellent academic performance.

In my mind, I submitted an application for membership to the colleges general branch at the beginning of school, which proved her determination to join the party. In the process of practice, she study ^v^the three represents^v^ important thought and the partys line, principles and policies, the heart to perform in the application form to request itself, constantly improve their own ideological awareness, better service for students to prepare. Through efforts, she took part in the party school to join the party on the second semester molecular training attentively, will soon become a member of the communist party, to party member standard strict with themselves in their daily lives, set up the correct outlook on life, values, and do our best to anything.

In her study, she learned to be down-to-earth, never truant from school, worked hard, had clear learning goals, and kept learning attitude. She devoted herself to the study of professional basic knowledge, achieved great progress in the second year of the sophomore year, achieved excellent results in all subjects, and averaged more than 80 points in the examination class. She is still trying to challenge herself to learn more about her professional knowledge and practical potential. In the past three academic years, I have won the college scholarship, ranking the best in the final ranking of the class, which is inseparable from my usual efforts and teachers teaching.

At work, in order to improve myself, I also look for opportunities to serve my classmates. At the beginning of the school, her intention to participate in school activities, such as participated in the school volunteer activities, clean up to XX square, the heart also attend college blood donation activity, to help others and also happy self. During the winter and summer holidays and holidays, she worked hard and participated in social practice, which not only increased her experience and social practice experience, but also improved her comprehensive quality.

In the class, she is cheerful and helpful, and she gets along well with her classmates. She has a good interpersonal relationship and a strong sense of honor. As long as the students have any difficulties, she will try her best to help and solve the problem. She is willing to understand other peoples criticism, correct her own shortcomings, and try to overcome it.

In a word, she is strict in all aspects of herself, studying hard, working hard, and improving her political ideology and personal comprehensive quality. In the future life and study, I believe she must be able to continue her efforts and repay us with better results.

Referee: XXX

**英语作文推荐信范文13**

Dear President,

It is a great honor tor me to introduce to you one of my excellent students,Miss Li Jing,a z1-year-old graduate of our institute this Li entered our institute in 20\_ and she has been hard-working at her lessons and made rapid the four years of study,she has always ranked high in her 20\_,she came out first at the National College Students English Speech from a family of English teachers,Miss Li has a particular interest in the teaching of is her wish to further her studies on linguistics as well as the English will certainly be of great help to her if she could have such a chance to study in your institute.

With best regards.

Yours sincerely,

He Jin

**英语作文推荐信范文14**

Dear Mr. Wang,

I am writing to express my interest in the personal secretary to the general manager. I am fully confident that I am the right person for the job.

To begin with, I major in secretary and will graduate from Beijing University. I have a good academic performance in school and have been the top five students for four years in my grade. In addition, I am an open-minded, cooperative and ready-to-help girl. What is more, during the last summer vocation, I have worked as a private secretary for a bank manager for about two months. I feel I have the necessary qualifications and experience needed for the position.

Enclosed is my resume to provide additional information. Thank you for your time and consideration. I am looking forward to your reply at your earliest convenience.

Yours sincerely,

Li Ming

**英语作文推荐信范文15**

In the aspect of study, Sun Penglei has been working hard on the major with strong research ability. And he has gained an excellent student scholarship and colonel or departmental ^v^three good^v^ student for several times. As a student of human resources management major, Sun Penglei often deliberates with teachers and classmates on academic problems, obtaining the third on professional degree. Meanwhile, as the class commissary in charge of studies, he actively construct a positive class style of study, create a good learning conditions for classmates and set up a communication bridge between teachers and classmates.

As for students work, Sun Penglei ， as the manger of ^v^Human Resources Management Association^v^， worked with his team workers corporately and organized the ^v^Simulative Job-hunting Competition^v^， which attracted hundreds of students to participate in it. The competition simulated enterprise recruitment process, CV screening, employee quality assessment and interview, etc. And it was unanimously approved by the competitors. In a word, Sun Penglei performed good co-ordination skill by working as the manger of “Human Resources Management Association” and he was also awarded the “Departmental outstanding student cadres“。

In the aspect of scientific research, Sun Penglei participated in the scholastic research project activities. He completed each questionnaire carefully in the activities, which embodies the rigorous academic spirit. The research activities which he participated in achieved some excellent results and won the awardfromschool.

As for social experiences, Sun Penglei took part in the ^v^high sail summer intern camp^v^ organized by NCI （New China Life Insurance Company Ltd.）。 He accomplished the 1 and a half month internship in the Shandong branch and he was awarded the ^v^outstanding camper^v^ owing to his excellent performance. In addition, Sun Penglei used to work as a Weihai city census volunteer to participate in the city sixth national census, he completed every mission efficiently, which presents his high-quality working ability and good interpersonal communication skills.

Sincerely,

Mark Peterman

**英语作文推荐信范文16**

Dear ，

I’m writing to recommend Wang Meng as our new think he has some strong qualities for this Meng is is good at making also does well in is hard-working，modest and often spends lots of time organizing after-school is very helpful never minds doing extra work for our always tries his best to help other is very popular with think Wang Meng is the most suitable person to be our hope you can consider my recommendation.

Yours sincerely，

Li Lei

**英语作文推荐信范文17**

Dear Sir/Madam,

First of all, thank you for your busy schedule to read my weeping Self materials, passion to work for a university student opened a door of hope!

My name is cnrencai, forthcoming in June from xxxx in Nanjing Normal University graduate, to take this career, I with a sincere heart and career pursuit in good faith, recommend their own.

From the threshold of the day into the University, through the careful guidance of mentors as well as their own worked hard, I gradually became able to adapt to a new era of community college students。

and to make a knowledge-based builders of socialism lay a solid foundation. In college, I seriously study, play to their strengths, and tap their own potential, and thus improve their learning ability and analytical ability to deal with the problem. At the same time, I also did not forget to pay attention to more aspects of the quality of their own culture, to borrow a large number of various types of books, to cultivate their own character, so. While studying at the school served as Minister of Propaganda Department of the hospital, the hospital debate team。

and achieved a certain score. In addition, I also actively take part in a variety of social practice activities, which has an independent planning body to implement a large-scale promotional activities. In social practice, I try to study successful people, will hone their own quality, and enhance interpersonal communication skills, cultivate teamwork philosophy, studying a variety of corporate culture, based in good faith, and strive to become professional, high quality, plasticity of good talent.

Thank you for your busy schedule to give me concern, your company is willing to cause thriving achievements, but also wish you a successful and good health!

Low job-seekers holding a book, read harbor the sincere confidence, I look forward to your company to become one!

your sincerely，

XXXX

**英语作文推荐信范文18**

Dear Sir Or madam,

Hello, I am XXX, general manager of XXX company. I am very glad and gratified to learn that XXX, a good employee of our company, wants to study abroad. In my opinion, such a young man should understand that good education has a brighter future. Therefore, I am honored to strongly recommend this outstanding youth to your university.

XXX had come to my company to report an internship in his senior year. Although not very familiar with the business, the work experience is relatively short. But he never gave up the opportunity to learn. I can read more books about business in my spare time, and seek advice from other employees. Gradually, he began to master the business and achieve the necessary results. He was not satisfied with his pride. Instead, he remained open to discussing and discussing with his colleagues until he found a solution. In view of his excellent performance in the internship, our company has made an exception for him as a formal employee (usually my company does not think about fresh graduates).

At this moment, as a business elite in my company, XXX is more conscientious, responsible and diligent. Set an example for all colleagues. As a result, he was awarded the excellent employee of the company and enjoyed a high bonus.

Although to some extent, so talented staff will set foot on the road of study abroad is the loss of my company, but think about his future, I am still not hesitate to support him to your university for further study. I sincerely hope that your school can support him equally and give him a chance to improve himself to realize his dream. Thank you very much.

General manager: XXX

**英语作文推荐信范文19**

Dear Sir/Madam,

Hello!

XX I XX University Campus Communication Engineering XX session of a student facing graduation soon.

XX University campus is well-known communications, electronics and other key personnel training base, has a long history and fine traditions, and are renowned for their rigorous scholarship, education and well known; XX campus of the University of XX National Communication Engineering is well-known disciplines of electronic information bases. In such a learning environment, whether in the intellectual capacity, or in the cultivation of personal qualities, I have benefited from.

Four years, in the strict pision of Friends of the efforts and personal lessons, I have a solid foundation of professional knowledge, a systematic grasp of the signals and systems, communications theory, wireless communications and other relevant theory; familiar with the work of foreign-related common etiquette; have better English listening, speaking, reading, writing, translation and other capabilities; to proficiency in office computer software. At the same time, I use widely outside school hours a large number of books covered not only enrich their own, but also cultivate a wide range of skills of their own. More importantly, the rigorous style of study and correct learning attitude, I created a simple, stable and innovative character.

In addition, I also actively participate in various social activities, to seize every opportunity to exercise their own. University for four years, I deeply feel that the best students to work with me to benefit in the competition; practical difficulties to the challenge, let me grow up in frustration. Forefathers have taught me hard work, responsibility, kindness, integrity; XX University, I developed a pragmatic, pioneering style. I love the cause of your organization are engaged, eager to look forward to your leadership, for the glorious cause of building blocks; and practice of continuous learning and progress.

A time when the pen collection, solemnly raised a small request: Regardless of whether you choose me, and distinguished leadership, I hope you will accept my sincere thanks! Your organization wishes to the cause of success!

your sincerely，

XXXX

**英语作文推荐信范文20**

To whomsoever it may concern:

I had the pleasant opportunity to work closely with Mr. John Wu for one year during his two year employment National Sports. John occupied the desk next to my cabin, and we collaborated on several projects together. I am pleased to say that John is an excellent team player, a sincere and hardworking inpidual, and an ideal coworker.

John always did more than his share of the work on the projects he was assigned. He often took the initiative to get things started and picked up new tasks efficiently. I was glad to work with him, since the management always praised the assignments we worked together. John was nice to everybody at the office, and just about everyone seemed to like him.

I highly recommendJohn for whatever position he may decide to take up next. He is the type of employee that anyone would be happy to work with. I wish him all the best in his futureendeavors.

Regards,

Susan Brown,

Technica

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