

推荐信 Recommendation Letter

至大学相关部门 / 领导: To whom it may concern:

第一段: 教师自我介绍 Paragraph 1: Self-introduction

本人 XXX, 任教于 XXX 中学, 为 XXX 学科主任。XXX 是吾校商科班学生, 我自他高中一开始成为他的 XXX 科教师。他于 2019 年毕业, 为人……, 是个品学兼优的学生。

I am XXX, serve as the head of XXXX studies at XXX high school. Student XXX is our student who graduated in 2019, and I have been taught him XXX subject since 2017 year. He/She is always been an excellent student.

第二段: 评价学生上课表现 Paragraph 2: Evaluate students' performance in class

XXX 平时在课室学习很……。学生对商课、贸易金融类有浓厚兴趣 (不要写太 specify), 经常会和老师及同学们分享相关话题。同时, 在课业上也乐于帮助其他同学…… (写学生优点)

The student has a strong interest in and often shares the related topic with teachers and classmates..... He/She is always willing to help other students in the studies.....

第三段: 评价学生课外活动表现 Paragraph 3: Evaluate students' performance out of class

XXX 平时活跃于 XXX 社团, 在社团担任过 XXX, 有领导能力。积极参与校内外比赛, 曾代表学校参与 XXX 并获得 XXX 奖项。

The student is usually active in XXX co-curricular activities, held XXX positions in student clubs, have leadership skills actively involved in competitions both inside and outside the school and represented our school in XXX competitions and won XXX awards.

第四段: 结尾 Paragraph 4: Conclusion

学生 XXX 有志于到中国学习, 对中国很兴趣。考虑学生良好的学习表现和对知识的追求及渴望, 本人强烈推荐他到贵校学习, 相信他在贵校的栽培下一定会是优秀的学生。此外, 希望贵校可以依照学生表现, 考虑给他颁发奖学金。谢谢!

The student is interested in studying in China. In view of his/her sound academic performance and the desire to enhance his/her knowledge, I strongly recommend him/her to study in your esteemed institution. I believe that he/she will be an excellent university student. In addition, it is hoped that the university can consider awarding a scholarship to this student. Thank you!

签字及盖章 Signature + Stamp

姓 名 Full name

职称 Title

机构 institution's name

联系方式 Contact

签字日期 Date

****注意: 每位学生都是独特的, 请按照学生的优点和学术背景书写推荐信。Note: Each student is unique, please write the recommendation letter according to student's strength and academic background.**

参考 References:

1. <https://www.diyifanwen.com/qiuzhijiuzhi/jianliziliao/tuijianxin/507979.htm>
2. <https://wenku.baidu.com/view/556cd8373968011ca3009166.html>