

REFERENCE LETTER FROM PROFESSOR

Included:

Introduction

Reference Letter from Professor Tips

Sample Reference Letter from Professor

Reference Letter from Professor Template

Introduction

A professor generally refers his student who is applying for a job in a company to the concerning official of the company recommending the student to the job, if the student is extremely meritorious and deserving. So while doing this some norms should be maintained as this is a huge responsibility on the professor's part.

Reference Letter from Professor Tips

The facts mentioned below should be considered while writing a letter to recommend a student to a company:

- The letter being a reference letter should be strictly formal.
- The letter should contain the most positive views about the student's credentials.
- The letter should be devoid of ambiguous topics.
- There shouldn't be any inclusion that may even minutely tarnishes the candidate's image.
- It should contain a detailed assessment of the candidate.
- There should be no room for mistake's or someone's future might be at stake.

Sample Reference Letter from Professor

From,

Date: _____ (date of writing the letter)

To,

Sub: Recommending the concerned for the vacancy in your company

Respected Sir,

I find great pleasure in recommending one of my students Mr. ABC for the post of XYZ in your company. He is an intelligent and hard working student with an outstanding academic performance throughout. Apart from this he has many rare achievements in several national and international seminars and competition. He has also shown remarkable skills as far as team work and leadership is concerned.

A promising and needy kid like him greatly deserves the job. I can assure you that he has the potential to prove himself worthy of the favor done to him. This is the least we can do help him take gentle steps towards success. I will be immensely gratified if you consider making him a part of your esteemed company.

Thanking you for your co-operation,

Yours faithfully,

Name and signature

Reference Letter from Professor Template

From,

Date: _____ (date of writing the letter)

To,

Sub: Recommending the concerned for the vacancy in your company

Respected Sir,

I find great pleasure in recommending one of my students _____(name of student) for the post of _____(the name of the job recommended to) in your company. He is an intelligent and hard working student with an outstanding academic performance throughout. Apart from this he has many rare achievements in several national and international seminars and competition. He has also shown remarkable skills as far as team work and leadership is concerned.

A promising and needy kid like him greatly deserves the job. I can assure you that he has the potential to prove himself worthy of the favor done to him. This is the least we can do help him take gentle steps towards success. I will be immensely gratified if you consider making him a part of your esteemed company.

Thanking you for your co-operation,

Yours faithfully,

Name and signature

Disclaimer

The author and publisher of this Ebook and the accompanying materials have used their best efforts in preparing this Ebook. The author and publisher make no representation or warranties with respect to the accuracy, applicability, fitness, or completeness of the contents of this Ebook. The information contained in this Ebook is strictly for educational purposes. Therefore, if you wish to apply ideas contained in this Ebook, you are taking full responsibility for your actions.

The author and publisher disclaim any warranties (express or implied), merchantability, or fitness for any particular purpose. The author and publisher shall in no event be held liable to any party for any direct, indirect, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of this material, which is provided “as is”, and without warranties.

The author and publisher do not warrant the performance, effectiveness or applicability of any sites listed or linked to in this Ebook.

All links are for information purposes only and are not warranted for content, accuracy or any other implied or explicit purpose.

No part of this may be copied, sold, or used in any way other than what is outlined within this Ebook under any circumstances without express permission from www.letters.org