

The following is a sample of what a letter of recommendation could look like.

Sample Letter

To Whom It May Concern:

I am writing to recommend John Doe for the Youth Conservation Corps position. John has done extensive hiking throughout the Hawaiian Islands including a 50 mile back pack trip in California with his family. Science and being outdoors has been his major interest throughout the last few years. I first met John as a student in my Physical Science class where we did extensive outdoor lessons. As his teacher I was struck by his maturity and his ability to take the leadership position if needed. He has a keen interest in the world around him and is in his true element outdoors. He is always on time with his class work and tries hard to complete even difficult assignments to the best of his ability.

I whole heartedly recommend John for the position offered. He would make a great participant and would grow through this experience. If you have further questions please don't hesitate to call me at (808) 888-8888.

Sincerely

Joe Smith

Science Department
Kama'aina High School