

Academic Reference Sample

Laurie Gallo

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University Admission Team

To Whom It May Concern,

Academic Reference for Miss/ Mrs/ Mr (Your Name)

I am writing this reference for (**Your Full Name**), a student I was fortunate to work with during her senior year at (**name of organisation**) As both (**Your name**) academic advisor and professor of Children's Literature, I have watched her grow into a passionate and knowledgeable teacher.

A natural in the classroom, Mary has worked with students in both inclusive classrooms as well as individually, focusing on their special needs in reading and writing.

Mary is a patient and compassionate teacher and is the ideal candidate for an (Undergraduate/ Postgraduate course at your prestigious university.

Please feel free to contact me with any additional questions you may have regarding Mary at 555-123-2345 or email, laurie.gallo@college.edu.

Sincerely,

(Signature)

Laurie Gallo

Education Department Chair

Newton College