

## GOOD SAMPLE LETTER OF RECOMMENDATION

Dear Law School Admissions Committee:

Today it is my pleasure to write a letter of recommendation on behalf of David Jones. I have known David for almost two years. I met him for the first time when I became his new supervisor at BYU; he was my employee for approximately 6 months. David has also been a student of mine at BYU. I have also had the pleasure of working with David in a leadership capacity, as he has served for the past year and a half on the Economics Board as a vice president, then president. From these experiences, I feel comfortable in saying that I know David very well and I know what he is capable of. From this knowledge I would state without hesitation that David is one of the finest individuals I have ever known. David specifically has three qualities that I think will be valuable to him in law school and that set him apart from his peers.

First, David has an outstanding work ethic. My very first experience with David proved this quality to me. As I mentioned before, I first came to know David when I became his new supervisor at BYU. David was working as a receptionist in the economics office and his old supervisor had retired. I showed up on my first day and immediately saw that in order for our office to function, we first needed to literally clean-up our surroundings, which were filled with old boxes of magazines, empty containers, etc. As I started piling stacks of papers and old materials into trash cans David jumped right in and worked side by side with me. For six hours straight we engaged in manual labor, and David never complained once. This task was certainly not one included in his job description of answering phones or greeting students and his nice receptionist's clothes were not suited to the job, but David saw a job that needed doing and was willing to help for as long as it took. David's outstanding work ethic and work attitude has only been cemented by many other experiences I have had with him over the last two years. This is certainly a quality that will aid him in the study and practice of law as he works to understand and then apply difficult legal material.

Second, David is extremely intelligent. He is the kind of person that can be given an assignment with little or no direction and is able to quickly ascertain the main concerns and develop a concrete, sensible solution. In the economics office I often required him to engage in complex research assignments where I had little or no direction to give him; I only knew what I wanted the end result to be. He consistently surprised me with his ability to create a plan and solution to whatever project I gave him, and the end results always exceeded my original expectations. When David was a student of mine, I saw this same intelligence reflected in his classroom participation and in his writing. David has an analytical mind that allows him to sort through problems in a way that makes sense. This is another attribute that I know will make him an excellent law student and attorney.

Third, David is a very compassionate person. It is perhaps his kindness and compassion, even above his work ethic and intelligence that sets him apart from so many others. During my two years of association with David, I truly cannot recall a time when I haven't seen a smile on his face. He always goes out of his way to look out for others and to make people feel good and happy. His compassion and kindness was so contagious that he literally brightened our whole office. Economics students stopped by frequently for no other purpose other than to talk to David. In fact, when he left for a semester-long internship in Washington D.C. for weeks and even months after, students asked where David was and commented on how our office just wasn't the same without him. When you have the pleasure of meeting David, you will, within moments, discover this quality he possesses. He is truly unique in his kindness and compassion for others and I dare say that I don't know if I have ever met anyone with his same level of cheerfulness about life.

In conclusion, I would recommend David for law school without hesitation. In my years of work in the academic and professional world he is one of the finest people I have had the pleasure of working with. His work ethic, intelligence, and compassion will allow him to succeed in whatever he puts his mind to. I am excited to see him succeed in law school and become an outstanding attorney, as I know that his actions are sure to influence many others for good. I offer him my highest recommendation.

If you have any other questions, please feel free to contact me at work or home.

Sincerely,

Lucy Smith, Ph.D.