

## - SAMPLE LETTER OF RECOMMENDATION - (ACADEMIC REFERENCE)

Prof. Doris Smith  
Department of Political Studies  
University of Cape Town  
Private Bag  
Rondebosch  
7701  
South Africa

Letterhead/address of person  
writing recommendation letter

**University of Aarhus**  
**Centre for University Studies in Journalism (CJU)**  
Bettina Andersen  
Helsingforsgade 14  
8200 Aarhus N  
Denmark

Applicants Name

**RECOMMENDATION LETTER FOR *John Doe***  
**Program: *Master in „Journalism, Media and Globalisation“***

Program applicant is  
applying to

TO WHOM IT MAY CONCERN:

I am writing this reference at the request of ***John Doe***, who is applying for admissions to the *Master in „Journalism, Media and Globalisation“* at University of Aarhus, Denmark.

Information about: person writing recommendation letter (i.e., academic position); how long and in what capacity he/she has known the applicant; etc.

Specific information about the applicant and his/her qualifications:

- Assessment of applicant (why the applicant would be a good candidate for this program) including ranking (e.g. "In comparison with other students who have had equivalent training, I rate this applicant as among the best 5% / 10% / 15% ... ")
- Academic achievements/awards
- Strengths/weaknesses
- Etc.

Summary of assessment (overall academic and – where applicable – personal judgement of applicant)

Sincerely,