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## #2 letter of reference (추천서 작성)

by 맘잉글리쉬 posted DEC 19, 2018

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A work colleague (or student friend) has applied for a new job, and he/she has asked you to write a reference letter to the new employer.

Write a letter to the employer to recommend your colleague/friend.  
In your letter

- state your reason for writing and say how you know the applicant
- describe your colleague/friend's relevant qualifications and skills
- and explain why you are recommending this person for the job.

Dear Sir or Madam,

I am writing to recommend Helen Jones for the position of Director of Studies at Manchester Language School. Having worked closely with Helen for almost five years, I am very pleased to provide this reference in support of her application.

Helen is a highly qualified English teacher who also has significant management experience. She recently completed a master's degree in English language teaching, and she became our Assistant Director of Studies earlier this year. Helen was given this post because she demonstrated exceptional organisational, team building and course development skills during her first four years with us.

Helen's students and colleagues describe her as dedicated, hard-working and enthusiastic. I believe that her professionalism in the classroom and her commitment to her colleagues' development make Helen the perfect candidate for a full-time Director of Studies position.

If you have any further questions about Helen's suitability for the post, please do not hesitate to contact me.

Yours faithfully,

Mark Smith  
Director, Sheffield English Academy

도움 되셨나요?

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아이엘츠 라이팅 샘플, 아이엘츠 스피킹 모범답안, 아이엘츠 라이팅 모범답안, 아이엘츠 화상영어, 망잉글리쉬, 아이엘츠 후기