

## 出国留学推荐信范例

大多数学校都要求申请人提供二至三封推荐信。有力的推荐是录取的重要条件之一。推荐信要客观、公正、切忌流于形式，内容空洞，要与申请人的其它材料（如成绩单）等相符。推荐信也应注意格式、文法等。因为向来有“名师出高徒”之说。推荐信的格式与一般书信基本相同。有信头，发信日期，收信人姓名，称呼，正文，信尾谦称，签名，推荐人姓名，职称及工作单位等部分。但推荐信还应着重以下方面：

1. 为了便于校方查阅，必须提到被推荐者的全名。
2. 必须交待与被推荐者的认识期间（何时开始认识或认识多久），认识程度（偶尔见面或密切接触）及关系（师生关系，上下级关系，同事等）。
3. 对被推荐者的优点介绍及评价，这是推荐信的核心。主要包括被推荐者的天赋，学习成绩，研究能力，工作经验，学习精神，组织能力，品行及个性方面。
4. 必须表明推荐人的态度，是极力推荐还是有保留地推荐。

最近一些学校出于各种原因，设计了推荐表格，由推荐人填写，但其主要内容也和推荐信涉及的相同。

### 范例 1 计算机教授推荐信

At the request of Mr. Xizhen Chen, my former student in the Department of Computer Science, Beijing Univ. of Sciences, I am glad to write this letter furnishing my evaluation of his academic aptitude for your reference. Mr. Chen is interested in your graduate program in Computer Science.

I came to know him in September 1987 when Mr. Chen enrolled in my class on FORTRAN IV Programming, a three semesters' course. In the class he was one of the most outstanding students. At the semester final he earned a high grade of 81, which should be "A" according to our grading system. I also found him good at other studies.

After the class, he had personal talks with me several times. He indicated a great interest in computer hardware, In my opinion, Mr. Chen has a potential in Computer Science, which can be further developed.

In view of his previous achievements in this College, I am firmly convinced that Mr. Chen will make a successful graduate student. Your favorable consideration of his admission will be highly appreciated.

### 范例 2 商管系教授推荐信

It gives me a great pleasure to recommend Mr. Cheng as a transfer to the School of Business Administration of your University in the summer quarter of 1989.

During academic year 1980-1984, he was a student in our Department, World College of Journalism. I found him very diligent and intelligent. He often participated in extracurricular

activities contributing a great deal to community affairs.

Though Mr. Cheng graduated from this college 5 years ago, he keeps contact with me very often. Worthy of mention also is his personality, honest, reliable, responsible and mature.

I strongly recommend this promising young man and your favorable consideration and assistance to him will be very much appreciated.

### 范例 3 法律系教授推荐信

I am pleased to write this letter for my former student Miss Nan Li, who graduated from this College with an L.B. degree in June 1978.

Miss Li was admitted to the Department of Law of this College in 1974 through highly competitive entrance examination which is conducted annually and is open to the whole nation. Even in such a selective group. Miss Li made herself distinguished. As professor and dean of the College, I have access to her records of academic work and moral conduct. In her fourth year study, I instructed her in Anglo-American Laws on Trespass. So I have known her quite well.

Miss Li's performance, like that in many other courses she taken, was excellent with a superior grade of 86 for the first semester, and 84 for the second semester. In our university and in other university here, 80 is considered "A", the highest level.

As far as I know, Miss Li wishes to continue her study in Law for an advanced degree. I am sure she has had sufficient prerequisite knowledge for the subject and certainly has the ability to undertake the study.

I recommend Miss Li without reservation and shall appreciate your favorable consideration of her application.

推荐信的份量直接关系到能否出国留学，能否获得奖学金等，作为对外联系的材料，是其中一份较为重要的文件。推荐信的目的是通过国内专家向对方介绍申请人的工作、学习和专业方向等情况。在出国申请是否成功的诸多要素中，有力的推荐信是录取的重要条件之一，其份量仅次于于本科成绩单和标准化考试（GRE、GMAT、TOEFL）成绩。

多数学校都要求申请人提交两封到三封的推荐信，由教授、系主任或工作主管直接寄给指定的单位。

#### 一、选择推荐人

推荐信是了解申请人的重要依据，在研究生课程中尤其如此。申请人可以选择现在或以前的老师、教授或雇主。推荐人必须熟悉学生的学习情况，了解学生的学习目的是否明确，在学术上是否有前途，以及学生的适应能力、创造能力、品行和特长。

书写推荐信的最理想的人选是一封由系主任写，一封由专业课教授写，一封由自己的导师写。不过，对方若无规定，则除了自己的亲属之外，任何人皆可为推荐人。推荐人一般应具备高级技术职称，如教授、副教授、研究员、副研究员等。如果推荐人在国内外学术界享有盛誉，或者被申请就读学校聘为客座教授，或者曾经在该校讲过学，那么这样的推荐人写的推荐信就具有很强的效力了。

#### 二、推荐信的内容

推荐信一般应包括下列内容：

被推荐人的基本情况介绍。侧重于个人的毕业时间、学校、所获学位以及个人的专业经历。推荐人对被推荐人的基本评价。侧重于被推荐人的专业基础、个性、特点、工作态度和在学术上的前途估计。若是推荐研究生，推荐人还需进一步说明其深造学习的基础和当前所具备的研究能力。显然，恰如其分地评价被推荐人的基础、能力和前途，比言过其实的赞誉更令人信服，更具有实际意义。

推荐人可以着重介绍被推荐人曾经获得的奖励，发表过的论文，参加过的重要学术会议，以及曾在学生组织或学术团体中的任职等来支持自己的评价。

推荐人还必须清楚地表明被推荐人留学的身份是研究生还是访问学者，专业领域和研究方向是什么。

如果大学提供了现成的推荐表格，则必须按这类表格认真逐项填写。推荐表格中一般有学生综合评估的一项，即要求推荐人说明该生在所教的学生中应列为前 5%，10%，或 25% 等。这种评估是指教授的个人评价，可以稍高一点。另外，推荐表格上常有许多难以填写的项目，遇到这种情形可填 "I don't know"，亦不致对该生的评价有何严重影响。

推荐信尾必须有推荐人的亲笔签名，最好直接由推荐人寄给学校招生办官员或申请就读学校的系主任。如果由被推荐人寄送，可将推荐信装入信封内封好后由推荐人在信封封口处亲笔签名以示保密。信封正面注明 "A Letter Of Recommendation"，表明这是一封推荐信。

#### 推荐信样例四（管理）

Dear Sir/Madam:

In the capacity of the former dean of "Dalian Management School" of Dalian University of Technology(DUT), I am writing with pleasure to recommend Mr. Cai to your esteemed university.

I got to know him personally when he was taking the course--Methodology of Management Research (or Methods of Management as stated in his transcripts), a course I taught, concerning basic research methods, especially quantitative approach to management research. Then he took one of my other courses--Advanced Strategic Management. Mr. Caleb showed great aptitude on both courses and he got 78 on both, which seem a bit lower, but if you take the difficulty of the test papers and my strict grading into account, you will understand why such scores are still among the top five. Undoubtedly, he got excellent scores on other courses and ranked among the top 5% of his class after the first year of graduate study.

To my knowledge, Mr. Cai is not only strong in academics, but also in sports and social activities. He was the captain of the soccer team of graduateschool of DUT and led the team to play in the soccer league of our university for two successive years. He was also one of the main founders of the first academic club--"Management Forum" of the "Dalian Management School" of DUT.

After I left DUT, he still keeps in touch with me from time to time and I am pleased to see that he proved his outstanding capability in both research and teaching position. Therefore I feel very delighted when he told me he would like to pursue his advanced studies in your honored program. I

am confident that Mr. Caib will contribute greatly to your program as well as he did in the DUT. Please don't hesitate to contact me if you need more information.

Truly, yours  
XXX

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### 推荐信样例五（计算机）

From: Fan Pu  
Department of the SPECIAL CLASS GIFTED for YOUTHS  
University of Science and Technology  
Hefei, Anhui 230026, P.R. China  
July 1, 1998

Dear Sir or Madam:

I take great pleasure in recommending Wang Yong, one of my favorite students, for admission into your distinguished graduate program.

Mr. Wang was admitted in 1986 at 14 years of age into the SPECIAL CLASS for the GIFTED YOUTH S, my university's unique program that caters to the intellectual needs of unusually talented Chinese youngsters. It was a rare privilege he earned with his nearly impeccable academic performance through the years of his elementary and secondary school.

He impressed me almost as he entered into my university, a major cradle of China's scientific and technological talents. At the time, members of the Gifted Class all had to spend half a month studying by themselves the principles of calculus and then take an exam so that we could evaluate their self-study capability. Mr. Wang scored the highest grade in that exam. He also exhibited a keenly whetted mind during class discussions. To my regret at the time, his English was not as good as his mathematics or physics. But I noticed he made a point of working especially hard in improving his English during his five undergraduate years with us. By now, he seems to be at least as proficient in English as most of his former classmates in the Gifted Class.

In my experience with Mr. Wang, I was impressed with not only his extraordinary intelligence but also his ambitions and persistence. I am sure that Mr. Wang will be an outstanding student in any doctoral program that he may care to enroll in. So I would like to support him firmly in his request recommendation into account when considering his application. I would greatly appreciate it if you decide to accept him as he wishes.

Yours sincerely  
Fan Pu

Professor and Deputy Head

## 推荐信范例六-加州大学河滨分校教授

I am writing this letter in support of the medical school application of Mr. James Holmes. I have known James for the past four years through his participation in the University Honors Program at the University of California, Riverside. The University Honors Program consists of accelerated courses and the completion of quarterly required learning contracts. Students must successfully complete a learning contract that includes a course set of Honors courses, maintaining a minimum grade point average, attending academic workshops, and completing at least 10 hours of community service and 10 hours of personal growth. The Honors Program is rigorous and rewarding for students.

James is among the top 1% of Honors students and is self-motivated, intelligent, and driven. As a neuroscience major in the Honors Program, James maintains a 3.949 cumulative grade point average and has been named to the Dean's Honors and Chancellor's Honors Lists for academic excellence. He has also received recognition at the annual Honors Convocation for his scholarly endeavors. This past June, James graduated from the University with highest honours, Summ Cum Laude. James is an extraordinarily gifted student who is very dedicated to his academic pursuits. He takes an active role in his education, and brings a great amount of intellectual and emotional maturity to the classroom. He is passionate about a career in science and seeks out opportunities to learn as much as possible about his chosen field of interest, and how he can positively contribute to the world.

James worked for two years as a laboratory assistant in the Department of Cell Biology and Neuroscience. He engaged in biotechnology research, and he approached his research responsibilities with the same level of maturity, intellectual curiosity, and critical thinking as he has in his other academic pursuits. James has a desire to contribute to the body of knowledge and understanding of neurobiology including how learning and memory function. He is eager to continue to expand his knowledge and experience in the field. James received excellent evaluations from the professor's and graduate students with whom he worked and was mentored. He has received excellent training for the rigor of medical school and I strongly recommend him for admission.

@lystu.com