

## [University Letterhead Paper]

[University Address]

To Whom It May concern

[Student Name]

The content of the reference (Guidance):

1. Length of time and capacity in which you have known the applicant.
2. Applicant's qualifications, level of performance and results (or expected results).
3. If possible, please indicate the applicant's overall ranking in class compared to other students following the same degree programme.
4. Your assessment of the applicant's potential or suitability to undertake the programme applied for.
5. The applicant's motivation and intellectual capacity.
6. If the applicant is/was employed by your organisation, their duties and standard of work.
7. If the applicant's first language is not English, whether you consider his/her ability to read, write, speak and comprehend English adequate for the programme applied for.
8. Any other information you think relevant and which you feel would assist the University in making its decision.

[Signature of the Referee]

[Print Name of the Referee]

[Position of the Referee]

[Phone Number of the Referee]

[Email Address of the Referee]

\*This is sample can only be used for guiding students to do University application, not for other purposes.

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Hallam  
University**

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City Campus  
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[enquiries@shu.ac.uk](mailto:enquiries@shu.ac.uk)

To Whom It May Concern,

Re: Miss [REDACTED] 申请人姓名

Please accept this as my reference for the above student. I have had the pleasure of knowing [REDACTED] since September 2013 as a student on the BA(Hons) Fashion Design course.

推荐信的目的, 推荐人与  
申请人的认识时间及课程背景

[REDACTED] is a very hard working individual who continuously pushes herself to create new and contemporary outcomes within her work. [REDACTED] is self-motivated and determined to forge a career in the fashion industry all of which is evident in her mature attitude and professional approach to her project work. [REDACTED] displays impeccable time management and organisational skills with a very high level of productivity. [REDACTED] accepts criticism and evaluates all feedback to help with her development and progression. [REDACTED] is strong across the whole design process and is passionate about every element, from research through to production and presentation. [REDACTED] is able to work independently or effectively as part of team, either leading or following instruction.

申请人对学术的热情

申请人的性格特质

申请人从该课程获得能力和知识

申请人能胜任独立工作  
以及团队合作

[REDACTED] has consistently worked at a high 2:1 and 1<sup>st</sup> level throughout her time at Sheffield Hallam University and is one of the strongest students in her cohort. I personally believe [REDACTED] would make an excellent student on a post graduate fashion related course and I am confident she will excel given the opportunity.

申请人的成绩及潜力

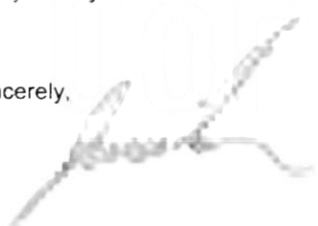
Although English is not [REDACTED], mother tongue, we have not experienced any difficulties in communication, either verbally or through written assignments.

申请人的语言能力

I have no hesitation in recommending [REDACTED] to you and happy to respond to any further questions you may have.

推荐人再次阐述该推荐信的目的  
及标明愿意提供更多信息的意愿

Yours sincerely,



推荐人签名

Mr David Barnard

推荐人姓名

Course Leader BA(Hons) Fashion Design

推荐人职位

T: [REDACTED]

E: [REDACTED]

推荐人联系人电话及邮箱地址

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not for other purposes