

推荐信打印指引

➤ 推荐信：

以下学校会发电子链接到推荐老师的邮箱确认推荐人的身份，有申请以下学校的学生请务必保证推荐人邮箱的准确性：Cambridge, oxford, IC, LSE, UCL, York, Royal Holloway, Reading, KCL, Warwick, QUB

推荐信的内容确定后，打印和签名要求如下：

信纸：推荐信需要用学校抬头信纸/公司抬头信纸打印。学校抬头信纸可以选择 XXX 大学的，也可以选择 XXX 大学 XXX 学院的，这一点没有影响。

打印：打印之前请先根据学校信纸调整页面，即把打印范围调好，正文内容不要打印在抬头之上。推荐信打印成一页或两页均可（美观即可）。

调整页面的方法：word 文档的右上角有“文件”，点击，选择下拉菜单里的“页面设置”，“页边距”，一般需要将“上”的数字调到大于 3 厘米（具体请根据学校信纸做调整）。

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具体可以参考下面的图例

推荐信正文签名样板：

暨南大学

September 1, 2013

To Whom It May Concern,

I am taking a pleasure to be Miss XXXXXXXXXX referee and write the reference letter to support her application for an effective place in your master programme. Considering it a precious chance for Miss JIANG to pursue what truly interests her and better what she needs to be better, I am glad to give my largest help.

Miss JIANG was enrolled in the course XXXXXXXXXXXXXXXXXXXX for which I had lecturing responsibility in September 2012. The course mainly consists of two parts: one about theories and the other about applications. Miss JIANG behaved equally outstanding in the two parts. She had a good command of the basic theories and techniques of asset appraisal as well as the features of specific appraisals on practical cases touched in the course. More importantly, she got deep insights on all kinds of appraisal methods and knew well how to utilize them, in particular, market approach, cost method and income approach, to appraise machinery equipments, land usage right and construction projects. Her firm mastery of enterprise asset appraisal deserved a high score of 92% in the course.

I believe Miss JIANG's excellence chiefly resulted from her active academic attitude and scientific learning habit. During the semester, she finished every class with full attendance. Attentively as she was, she closely followed my lectures and could efficiently get the key points of my lectures. When having something she did not know, Miss JIANG would not just ask for answers. Before doing this if necessary, she has paid large efforts on consulting books personally. Also, she expressed the willingness to have group discussions and team work. The presentation of machinery equipment appraisal, delivered under the excellent cooperation between Miss JIANG and her team, displayed her strong team spirit and outstanding problem-solving capability.

To sum up, Miss JIANG is a promising student who knows well how to study and is capable of making achievements in her study. I am sure she is the right candidate to you. Should I of further assistance, please feel free to contact me.

Yours sincerely,
XX XXXX Yang Yaping
Associate Professor at Jiangnan University

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Email: XXXXXXXXXXXXXXX@jnu.cn

Jiangnan University
601 Huanqiu Daxue Xi
Guangzhou, China 510632

华南师范大学

September 1, 2013

To Whom It May Concern,

It is my pleasure to write this letter to sincerely recommend Mr. Zhang for his application to your postgraduate program. I supervised him during his "The Influence of Computer Simulation Methods on the Pricing of Shares and Options under Black-Scholes Model" during the period from literature search to April 2013.

Mr. Zhang has full and favorable impression with his spirit of exploration and attitude of achievement. He was involved in active communication and interaction with me during the whole thesis preparation process, trying to figure out the best way to conduct experiment to achieve the most convincing results. In order to present a correct thesis, he searched and sorted out a large and considerable range of related materials, and studied in rich knowledge perfect results and experience.

After a year, Mr. Zhang demonstrated outstanding skills in terms of experiment design. Through numerous computer simulation experiments, he found the support of the conclusion of the research. He did not directly make use of programs created by other people. On the contrary, he edited Matlab language by himself and designed the most suitable experiment programs. With full understanding of the concept and effective presentation, he made excellent performance in the oral defense, which helped him achieve a high score of 85% in the thesis.

Mr. Zhang is an experienced and honest student with broadness experience for knowledge. He has clearly qualified himself for your program with the merits of being a researcher, which are enthusiastic, conscientiousness and hardworking. I am looking forward to his successful application to your postgraduate program. Should you have any question, please feel free to contact me.

Sincerely yours,
Wang Jie
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South China Normal University Guangzhou, China

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