

SAMPLE RECOMMENDATION LETTER FOR J-1 TRAINING

Note: This is a sample only. The letter must be typed on department letterhead.

Date: [today's date]

To: International Programs Office, Linfield College

From: [Name of academic advisor or department chair]

This is to confirm that [Student's name] is studying [major] while at Linfield College. The student has located professional employment/training in her/his major field of study. The position will run from [beginning date] to [end date]. The student's job title will be [job title] and will involve the following responsibilities.

- Enter job responsibilities

The Employer is [employer name] and their address is [address, city, state, zip].

Their supervisor details are as follows:

- Name: enter
- Title: enter
- Phone: enter
- Email: enter

The number of hours worked each week will be: [hour] at a salary of [enter payment amount].

The main goals and objectives of this academic training will be: enter

This goals and objectives relate to the student's major as follows: enter

This training is an integral or critical part of the student's academic training program because: enter

Name: enter

Title: enter

Department: enter

Contact Info: enter

Signature: _____