

## IELTS Letter #37

Contributed by Rad Danesh  
Monday, 21 May 2007

One of your friends wants to apply for a job involving working with foreign teenagers.

Write a letter of recommendation for him/her. You should write at least 150 words. You should spend about 20 minutes on this task.

model answer: Dear Sir or Madam,

I have learned from your newspaper advertisement that your center is organizing an international summer camp for overseas teenagers, and you are looking for a bilingual assistant tutor to work with the children. I am writing to you to recommend one of my best friends, Helen Wang, for this post.

Helen used to be my classmate at Beijing Normal University, where she was already a very active organizer and participant in extracurricular activities. With her outstanding leadership skills and cheerful personality, she was elected chairperson of the Student Union several times.

Busy as she was, she passed the College English Test Band Six and completed her major &ndash; teenage psychology &ndash; with an excellent school record. Upon graduation she was assigned to be a teacher in an international high school in Beijing, where she has been teaching bilingual lessons for five years. What&rsquo;s more, she loves her job and enjoys working with children. This has won her great popularity among her students.

Therefore, I do not hesitate to recommend her as an ideal candidate for the post you advertised. I am sure you will make a wise decision in hiring her.

Sincerely yours,

Victor Li{mosgoogle left}