**Sample Community Service Letter of Recommendation (Details Changed)**

To Whom it May Concern,

I am pleased to write this letter of recommendation in support of Charles Patel’s admission into your Ph.D. in Mechanical Engineering program. As a Partner Success Associate with Student Mentoring Club, I have observed and supervised Charles’s efforts to enrich the academic community at the UC Berkeley campus since he started in November of 2018. His communication skills, proactivity and genuine interest in the success of his mentees makes him stand out. By advising multiple female first-year engineering students, Charles has displayed a commitment to strengthening others, encouraging diversity and advancing the field as a whole.

As a mentor, Charles has so far been responsible for helping three new students learn to navigate the campus and find extracurricular activities to get involved in. As well as making them feel immediately welcome, he offered excellent suggestions that helped students integrate into the academic community quickly. One mentee, Shirley, was especially grateful for his recommendations of research opportunities and professional societies where she quickly fit in with like-minded peers. Charles’s cordial nature has allowed him to form quick bonds with students — many of his mentees have trusted him for not just academic guidance, but personal advice.

Charles also demonstrated exceptional organizational skills and was able to help his mentees tackle particularly stressful situations. The same mentee, Shirley, relayed that when she was struggling with a chemistry class and a math class, Charles’s advice was instrumental to her eventual success. As well as advising her to reach out to her professors for additional assistance, he encouraged her to work more closely with her peers. Shirley now feels that she has a strong network of other students with whom she can consult with academic issues as well as more foundational experience for future opportunities.

Another student, Fatima, was struggling with the increased workload and additional stress of transferring to a college environment. Charles offered her compassion and reassurance, showing her that her emotions were common but could be managed. He showed her how to create an organized work plan and incremental goals in order to effectively reduce her stress. Integrating his advice into her work routine was incredibly helpful for Fatima, who reported an increased sense of self-confidence after doing well with her papers.

Charles’s last mentee, SDiya, appreciated his constant positive presence. He was available to offer advice at any time of day, and helped her determine her goals for success in academics and work toward them. She appreciated his open-minded nature and willingness to share his personal experience; both successes and failures. By making a genuine effort to inspire his mentees, Charles creates stronger and more resilient students.

In working with Charles personally, I have observed a passion for engineering and research. I appreciated his insight into the importance of collaboration, and how collaboration is imperative to the advancement of science. Charles has demonstrated a true desire to help others by taking the time to pass on his skills. I am confident that these skills, which include communication, stress management and resourcefulness, will lead him to success as a graduate student. Ultimately, I believe that Charles would be a strong asset to any academic community to which he is a part and I recommend his admission wholeheartedly.

Sincerely,

Hanna Ling

Partner Success Associate

Student Mentoring Club