

Letter of Recommendation for Computer Science

Format Template | Collegedunia Study Abroad

Use this structure for a Computer Science LOR. Replace the bracketed prompts. Keep it to one page on official letterhead, around 400 to 600 words.

1. Letterhead and Date

[Institution or company letterhead] • [Date]

To the Admissions Committee, [University name]

2. Introduction

State who you are, your role and title, how long and in what capacity you have known the applicant, and your overall recommendation.

3. Academic or Technical Ability

Describe the applicant's CS skills with specifics: programming languages, projects, algorithms, grades or rank in your course, and standout technical work.

4. Key Project or Example

Give one concrete example, a project, research or task, that shows their problem-solving, coding depth and initiative, with the result.

5. Personal Qualities

Cover teamwork, communication, work ethic and how they compare with peers, ideally with a ranking such as top 5%.

6. Fit and Closing

Link their strengths to the target program, give a strong final endorsement, and offer to be contacted.

7. Signature Block

[Name] • [Designation] • [Department] • [Email] • [Phone]

Quick rules: official letterhead • one page • specific CS examples and numbers • compare with peers • avoid generic praise • recommender signs and shares contact details.