[*When writing, please delete the guidance notes and try to keep the letter in one page.* 填写好后，请删去模板说明内容，尽量将推荐信长度保持在一页以内]

**[Date: DD/MM/YYYY]**

[To Whom It May Concern,]

**[Please state the name of the applicant, the position held and in what capacity you know the applicant] [请在此处填写被推荐人的姓名、职位及您是如何认识并了解被推荐人的]**

1. Comment on the candidate’s academic/ employment performance, including proficiency of the English language 请在此处填写您对被推荐人整体评价和英文语言能力的评价。
2. Comment on the candidate’s knowledge of life and culture in China (e.g. excellent, good, fair or poor) 请在此处填写您对被推荐人对中国文化和日常生活了解程度的评价（非常好，好，一般或不太好）
3. Assessment of the candidate’s suitability for a teaching assistant post e.g. adaptability, interest in teaching assistant’s duties 请在此处填写您对被申请人是否适合汉语助教工作的评价，包括其适应能力、教学能力、个人动力等。
4. Please complete the assessment below and delete employment/ academic as appropriate 请在下方的方块中填写综合评价。

|  |
| --- |
| Assessment of the candidate's Assessment of the candidate's **suitability****academic/ employment performance to date to be a teaching assistant** Insert letter in box A excellent 极好 Insert number in box 1 excellent \* 优秀    B good 好    2 good 好 此处填写等级 C average 不错 此处填写等级 3 average 不错 D poor 不太好 4 doubtful 不确定\*The relevant letter /number should be inserted in each box. It may be qualified with + or - as appropriate. |

Name of referee       Signature

Position held

Email address

Telephone

Company/ Organisation / Institution       Stamp of official seal