



# Letter of Recommendation

Student's Name

Institutional Affiliation



# Letter of Recommendation



## LETTER 1

### Student's Name

1234 Reek Rd.  
Bakersfield, CA 1234  
(643) 123-4321 student@gmail.com

July 21, 2016

Mr. Squishy Face  
Finance International  
Clips, CA, 78682

Re: **Recommendation for John Dino**

Dear Sir,

I am writing with the aim of recommending John for the position of General Manager in your institution, the Institute International. I am currently employed at the Financial Complex Company as the Senior Manager of Trainees, and I know John since we work in the same department. It is during my interaction with him that I realized how exceptionally hardworking and determined person he is. Due to his management skills and ethical placement, I would rank him in the top 3% of colleagues that I have happened to work so far.



In his general spirit, John is a highly intelligent and dedicated worker. His work with various projects, especially the project regarding the effects of the use of the Black-Scholes system on the overall consumption and productivity of the company, demonstrated John's ability of a good analysis of different matters. He displayed finesse, commitment, and sensitivity concerning all the related aspects of the reverse pulley system, even as it interrelated with the employees' needs.

Furthermore, John is an excellent communicator. Each of his written assignments is clear and succinct. He presents his ideas in the ways that are interesting to the audience. He is also orally articulate, as has been demonstrated in various meetings and presentations that took place in the company. John has always demonstrated the quality of thorough comprehension of what everything entailed rather than simply jumping at things.

At a personal level, John is a hardworking individual who bears a great deal of discipline. He makes sure that his work input and relationship with other colleagues is in the best of qualities. The above matches his pleasant personality. In addition, he has always proven perseverance and creativity in his work.

John is unarguably perfect candidate for the position of General Manager at the Institute International. He has demonstrated his devotion, skill in communication, hard work, and initiative in everything that he does. I would, therefore, highly recommend John Dino. If my interaction and working with him serve as any good demonstration of his performance,

he would be a positive force to your company.

In case of further assistance or information, please do not hesitate to contact me.

Yours Sincerely,

Signature

Student's Name

Senior Manager

Industrial Complex Company



## | LETTER 2

### Student's Name

1234 Reek Rd.

Bakersfield, CA 1234

(643) 123-4321 student@gmail.com

July 21, 2016

Mr. Squishy Face

Finance International

Clips, CA, 78682

Re: **Recommendation for John Dino**

Dear Sir,

I am writing to you regarding John Dino. I have known John personally for more than 15 years, and I have always considered him to be an orderly and responsible person. I am certain that his abilities and experience make him an exceptional candidate for the position of general manager in your company.

When I met John, he was at the time employed as an administrator of a busy diner, having the responsibilities for bookkeeping, answering telephone calls, and making reservations for the clients. John was very proud of his work. He even suggested the approaches that made the overall management of the diner more organized and effective, especially in relation to the issue of deliveries and reservations.



In the time I have known John, he has been active in numerous social and charity events. He has demonstrated his communication abilities through such fora as well as in his relations with customers and other employees.

Furthermore, he is a jovial, reliable, and dedicated individual who would do almost anything in his power to ensure the success and happiness of any person related to him. John is well-organized and diligent as he quickly learns new concepts.

I strongly recommend him for the position of general manager in your company. I am happy to provide any additional information that you might request for.

Regards,

[Student's Name](#)

(643) 123-4321

student@gmail.com

