To Whom It May Concern:

It is my great pleasure to write this letter of recommendation for Mr. John Smith. I have had the pleasure of viewing Mr. Smith’s professional development over the past two years, and I can state with confidence that he is a motivated and responsible person with a high degree of integrity. As such, I expect that he will be a very positive addition to your institution.

As the Chairman of Goodwell Co., Ltd., I feel that I know Mr. Smith quite well. He began working part-time as a Sales Assistant in our company’s Feed Department while he was still an undergraduate. In this role, he had a considerable amount of responsibilities, and he handled them effortlessly. He showed his skills to communicate with both customers and the sales staff, and due to his dedication and attention to detail, our company saw an increase in sales during this period.

At the same time, Mr. Smith was studying Business Administration in the university. His academic training and abilities gradually became evident, and after he graduated from the university, we promoted him to the role of Personal Assistant to the Managing Director, as we felt that he had already proven his management and communication skills and would be suitable for this position. He proved us right, and he has become an important, effective, and integral part of our management team.

Mr. Smith takes the initiative to identify problems and devise solutions. His role requires strong communication skills, and he has shown that he not only has these skills, but that he also has the ability to inspire respect and cooperation in teammates. He has shown that he is a very intelligent person with a mind well-suited to the world of business and management.

Mr. Smith has informed me that he hopes to pursue a master’s degree in International Business Management, and I feel that this is an appropriate choice for him. Based on my observation, he clearly has the interest to excel in this field, and based on his performance, he clearly has the ability to achieve success. I therefore highly recommend him to your master’s program without reservation. I sincerely hope that you give his application favorable consideration. If you need any further information about Mr. Smith, please do not hesitate to contact me.

Sincerely,

Linda Johnson  
Chairman,  
GoodWell Co., Ltd.