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Recommendation Letter Samples

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Sample 1

To Whom It May Concern:

This letter is my personal recommendation for Sarah Powell. Until just recently, I have been Sarah's immediate supervisor for several years. I found her to be consistently pleasant, tackling all assignments with dedication and a smile.

Besides being a joy to work with, Sarah is a take-charge person who is able to present creative ideas and communicate the benefits. She has successfully developed several marketing plans for our company that have resulted in increased revenue. During her tenure, we saw an increase in profits that exceeded one million dollars. The new revenue was a direct result of the plans implemented by Sarah.

Though she was an asset to our marketing efforts, Sarah was also extraordinarily helpful in other areas of the company. In addition to writing effective training modules for sales representatives, Sarah assumed a leadership role in sales meetings, inspiring and motivating other employees.

I highly recommend Sarah for employment. She is a team player and would make a great asset to any organization.

Sincerely,

Sharon Farel Marketing Manager ABC Productions

Sample 2

To whom it may concern:

I would like to recommend Donna Doe as a candidate for a position with your organization. In her position as Staff Assistant, Donna was employed in our office from 2002 - 2006. Donna did an excellent job in this position and was an asset to our organization during her tenure with the office. She has excellent written and verbal communication skills, is extremely organized, can work independently and is able to follow through to ensure that the job gets done.

During her tenure with XXXX, Donna was responsible for supervising the department office assistants. These assistants, under Donna's management, were responsible for many of the office's basic administrative and clerical functions. Donna effectively scheduled and managed several assistants to maintain efficient office operations.

Donna was always willing to offer her assistance and had an excellent rapport with the many constituents served by our office including clients, employers, and other professional organizations. She would be an asset to any employer and I recommend her for any endeavor she chooses to pursue.

Yours truly,

Jane Ford

Sample 3

To Whom It May Concern:

Paula Light is an extraordinary young woman. As her AP English Professor, I have seen many examples of her talent and have long been impressed by her diligence and work ethic. I understand that Paula is applying to the undergraduate business program at your school. I would like to recommend her for admission.

Paula has outstanding organizational skills. She is able to successfully complete multiple tasks with favorable results despite deadline pressure. As part of a semester project, she developed an innovative collaborative novel with her classmates. This book is now being considered for publication. Paula not only headed the project, she ensured its success by demonstrating leadership abilities that her classmates both admired and respected.

I must also make note of Paula's exceptional academic performance. Out of a class of 150 students, Paula graduated with honors in the top 10. Her above-average performance is a direct result of her hard work and strong focus.

If your undergraduate business program is seeking superior candidates with a record of achievement, Paula is an excellent choice. She has consistently demonstrated an ability to rise to any challenge that she must face.

To conclude, I would like to restate my strong recommendation for Paula Light. If you have any further questions regarding Paula's ability or this recommendation, please do not hesitate to contact me using the information on this letterhead.

Sincerely,

Professor William Knot

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