



Sample LOR for Master's Program

Q1.

I have known him in my capacity as the Product Manager at XYZ Company. In my opinion, he is a hardworking person who possesses perseverance and has been dedicated to his assigned duties.

Q2.

He was very organized, sincerely worked with minimum guidance, and actively follows through to ensure that the job is done on time. His communication skills were excellent and utilizing his stronghold on English had helped the organization in connecting with many overseas clients and answering any technical queries they have. He was equally fluent in speaking Japanese and impressed me with his quick learning ability. During his interactions, he effectively communicated with people from diverse backgrounds, demonstrated appreciation for multiple dimensions of social behaviors, and aptly endorsed cultural diversity. He was approachable, always had time to help others, and due to his optimistic nature brought positive energy to the office. Furthermore, his positive attitude was reflected in his overall conduct as he was quick to learn from his mistakes and discuss the findings without getting defensive.

Q3.

Soon after his joining, Dhruv Kapoor adapted quickly and was focused on understanding the underlying process and rationale behind the procedures followed. Not just professionally, he also adapted well to culture and I never realized that he is not from Japan. His enthusiastic participation in group discussions often resulted in productive conclusions and I remember how he proposed a striking product idea on a piece of paper in one of these meetings. In his role, he was very particular about completing tasks timely and motivated his colleagues to perform with their best. Moreover, with a never-give-up attitude, he enjoyed an edge over others, and I particularly admired his ability to convince others constructively.

Q4.

In addition to his efforts at the work front, he impressed me with the initiatives he took including various training sessions he conducted at different branches. He even started a club named "English if Fun" for employees who wanted to speak in English and the honest efforts he put in motivating others were inspiring. Also, he was involved in varied activities outside work ranging from badminton to hiking and photography, and his active lifestyle in a way was inspiring too.

I think this course will help Dhruv expand the horizons of his learning in the field of (mention stream) and add to his academic proficiency. Hence, I recommend him wholeheartedly.

Mr. Harsh Malik
Associate Dean
ABC College