



## Sample LOR for Professional Work

### Letter Of Recommendation

I am pleased to recommend Ms. Anushka Mehra for her higher studies at (university name). She is acquainted with me since (mention year) in my position as the Senior Project Manager at Infosys Ltd. Through our professional interactions, I recognize her as an excellent team player with sound communication skills and a keen interest in teamwork.

She is excellent at managing multiple stakeholders, confidently coordinates with a diverse set of people ranging from programmers to engineers and leaders from top management at times, and irrespective of the hierarchical position she is dealing with communicates effectively. Her initial approach to any project includes understanding the requirement precisely and in project meetings, she exhibits her adeptness at both listening to varied opinions as well as expressing her viewpoint clearly. Additionally, she strives to improve the overall process for bringing in more efficiency, regularly consults for modifying the existing procedures, and ensures proper documentation of all the changes made for subsequent analysis. Often being enthusiastic in her interactions with others, she is empathetic in her conduct and is held in high regard by her colleagues and subordinates alike. Overall, she has the potential to be an inspirational leader and I especially like her ability to handle a team in adverse circumstances.

In her current role, she is primarily supporting tools like DBeaver and involved in the maintenance of the Amazon RedShift Database - granting access, creating users & schema using SQL. She is also responsible for the validation of the Amazon Redshift cluster and keeping track of Infra and other services of AWS such as EC2, MWAA, Security groups, IAM roles and Policies, VPC, and Subnets. Despite her hectic involvement in various professional commitments, she successfully manages multiple tasks concurrently and is fully involved in all of them. Whether it is conducting additional research to introduce new product features or troubleshooting any escalation received, she is eager to take up initiatives and has been integral to all the projects she has undertaken.

Given the favorable results she has delivered whenever entrusted with crucial tasks and witnessing her assisting others in achieving their professional goals, I think she is a valuable member of my team and rightly deserves the career advancement she is looking forward to.

To conclude, I feel this program will prepare Anushka for proficiently handling any disruptions in the field of her interest and provide her exposure to working in an international setting. Moreover, she will broaden her professional network at the university. Hence, I, affirm my recommendations for her.

Vikrant Agarwal  
Senior Project Manager  
ABC Company