



Sample LOR for Professional Work

Letter Of Recommendation

I am pleased to write this letter of recommendation for Mr. Rahul Kapoor whom I have known in my position as Chief Executive Officer at ABC Company, where he had worked as an intern from XXXXX (mention month and year, e.g. June 2022) to (mention month and year, e.g. July 2022). Throughout my interaction with him, I observed him to be an assiduous individual with strong grasping abilities, and someone always looking to take initiative for the team cause.

He was impressive throughout his internship, performed his tasks smartly with enthusiasm, and displayed a high level of unparalleled commitment towards the assigned work. His grasping power was incredible as he would grasp functional and technical skills faster and strived to utilize this learning in his work. Overall, he was well organized; managed his time efficiently, and was a reliable resource in situations requiring concurrent handling of multiple tasks. What made him stand out was his honesty in accepting her shortcomings and taking the feedback in a positive light. Even when faced with initial failures, without getting discouraged, he made persistent efforts and impressed me with his perseverance.

In his roles as an administrative assistant, he was responsible for customer registration, updating customer information, and managing inventory and accounts. Performing his duties with minimum guidance, he was at ease executing them independently and at the same time, was open to feedback and regularly communicated updates with his seniors. During his stint, there were instances when he had to explore novel concepts, however, with his zeal for learning, he not only acquired requisite knowledge but also implemented it effectively, and was able to contribute even in those challenging situations.

Additionally, he has an affinity for socially relevant causes and was part of the help group assisting people during the oxygen crisis. Intending to protect people against fake news generated through multiple social media platforms, he collaborated on developing a web application that would give accurate information about oxygen resources and personally verified the resources to avoid any misrepresentation. Considering his hectic schedule, it was striking that he consciously takes out time for this initiative, and I appreciate his responsible conduct as an individual and the positive intent of giving back to society.

Given his strong interest in the subject and the significant scope that the course offers, I believe his decision to pursue this course is the next best step for him from a career standpoint. Hence, I affirm my recommendation for him.

Rajendra Joshi
CEO
ABC Company