



## Sample LOR for Professional Work

### Letter Of Recommendation

I am delighted to write this letter of recommendation for Ms. Jaya Nair whom I have known in my position of Launch Manager at ABC Company, where she has been working since (mention month and year). In our association of (mention number of year/years) year, I found her to be an assiduous individual with multi-tasking abilities, perseverance, and enthusiasm to learn new things.

She possesses a positive intent of accumulating comprehensive domain knowledge and is ready to deep dive. Her proactive approach to learning includes constant introspection of herself to unleash areas and competencies she needs to work on. Considering her belief in continuous improvement it is inevitable that she does not mind upgrading her knowledge and always looking to explore the latest in technology she acts more as the true disciple of the field. The professionalism that she exhibits is inspiring and in a way is an extension of her vast knowledge. She seems to have a clear understanding of this aspect of working in a professional setting as well and due to her strong work ethic, is an ideal teammate to work with. Playing a pivotal role in situations when the team is faced with a difference of opinion related to work strategy, she often settles the conflict amicably and can do it quickly.

I have mentored her on the CBIO project, working on which she was responsible for developing new services, handling change requests and production issues, and on-call support. Despite being new to the system, demonstrating impeccable grasping ability, she was quick in learning Java and SQL and independently delivered her tasks in a relatively short period. On another project, "CRM360", as the launch manager I was impressed with her involvement in both unit-testing and functional-testing and witnessed her wholehearted participation during the launch and in the post- deployment phase. Closely observing her performance on these projects, I noticed her working with a sense of ownership, and her goal to achieve holistic growth as a professional was visible in her intent. Although she was aligned with the development, however, she did not mind assisting the testing team and creating the test cases on her own. Furthermore, her strong commitment to deadlines was unmatched and I particularly appreciate her working harder, even spending extra hours at times to ensure flawless delivery before the scheduled launch.

I believe this course will help Jaya in acquiring in-depth knowledge and a unique blend of comprehensive curriculum and practically oriented subjects would prepare her well for future opportunities. I, therefore, endorse her application for admission.

Parul Shah  
Launch Manager  
ABC Company