



Sample LOR for Professional Work

Letter Of Recommendation

I am pleased to write this letter of recommendation for Mr. Harsh Patel whom I have known in my position as President at ABC Company, where he had worked as an intern from April 2020 to June 2020. Through my interaction with him, I found him an assiduous and highly motivated individual with remarkable communication and interpersonal skills.

He is passionate about resolving problems and likes to take on challenges irrespective of the magnitude of complexity. Putting in hard efforts to implement his learning optimally, he is always up for applying the concepts practically and comes up with pragmatic solutions. His calm demeanor amidst pressure situations assists him in accurately assessing the problem statement and aptly complements his vast technical knowledge and sharp presence of mind. He is highly careful while working, at all times displayed professionalism, and was confident in interacting with a client or within the team. Furthermore, he stands out in terms of her attention to detail, ability to think spontaneously in crucial situations, and eagerness to learn new skills.

I have supervised him on various projects around inventory and inventory control functions, wherein assisting the team, he exhibited sound subject knowledge and contributed to scheduling, inventory planning, and forecasting. He was also responsible for monitoring and tracking the transportation shipments and evaluating vendor operations as per the quality standards. Handling diverse projects, apart from delivering each of them timely, he also aimed to learn from his work and even learnt from his mistakes, and was widely appreciated for his proactive coordination with different process owners. In some of the projects, executing his assigned tasks end-to-end, he was attentive to the guidelines given and followed them sincerely to deliver them as instructed. While his execution was striking, I believe it was his analytical skills that prepared a strong foundation in terms of devising rational plans. Additionally, he never failed to volunteer for any assignment outside his defined role and was part of consulting assignments too; and concurrently contributed to it without his other commitments getting impacted.

Throughout his internship, I noticed his knack for constant improvisation, and overall for me the highlights of his performance were how taking initiatives independently, he introduced varied measures for achieving optimum efficiency.

In my opinion, this course perfectly complements his interest in blending managerial skills with technical knowledge and would further strengthen him to attain greater heights in his career, and life overall. I, therefore recommend him to the institution without any reservation.

Jayant Sharma
President
ABC Company