

To whom it may concern,

I [Recommender's Name] am delighted to write this letter to recommend admission of Ms. [Candidate's Name] for the Masters of Business Administration course at your esteemed institution.

I have worked with [Candidate's Name] for the past three years while she joined as a management trainee in July 2020 but had risen to the rank of a senior executive in June 2022 in such a short span due to her diligence, hard work, and innovative aptitude.

I was fortunate to be her immediate supervisor as I am the Marketing Manager of XXX Company and Ms. [Candidate's Name] joined us as a management trainee after completing her bachelors' in business administration.

One of Ms. [Candidate's Name]'s notable strengths lies in her exceptional leadership abilities. There was an instance when in one of my project teams, I had hired two associates. Whenever they encountered any problem or confusion regarding the project, [Candidate's Name] always guided them towards the right approach to achieve the desired objective.

She helped them prioritise diligence areas that were allotted to them. As they were from an Audit background, they were struggling to analyse the financial data of the subject-company with a Due-diligence perspective.

Furthermore, [Candidate's Name] is an extremely organised and self-motivated individual and has excellent communication skills.

She has demonstrated her oral articulateness in all discussions and focused on solving any queries or issues that arose. Through her effective skills, we always managed to deliver projects before deadlines.

I am confident that Ms. [Candidate's Name] will thrive in your MBA program and emerge as a more resourceful and capable professional. Her dedication to continuous improvement and her commitment to excellence make her an ideal candidate for higher education.

I strongly recommend her admission to your esteemed university and look forward to seeing her emerging as a more resourceful person as higher education opportunities at a world-class institution will add a new dimension to her career.

In case you have any queries, please feel free to contact me.

Sincerely

[Name of Recommender]