Letter of Recommendation / Reference for Business School Applicant Person X
(Major Details Changed)

I have worked closely with Person X during the past two years while she served as an advisor in the Career Services Office. Person X is an exceptionally motivated and talented young woman. I firmly believe that she will be successful in whatever she pursues.

Person X is intelligent and demonstrates considerable ability to read people and situations. For instance, she recognized when an important office assistant was having difficulties at home and helped the employee address those issues in a way that did not interfere with work. Person X is strongly committed to the organizations for which she works. She assertively addresses problems and exhibits a maturity beyond her years in her approach to situations.

Person X has digested large volumes of information in her role as Career Advisor. She has shown the ability to clearly explain complex concepts to our clientele. She has developed very strong relationships with her peers and our professional staff.

I am very comfortable with allowing Person X to represent the office to external constituents. This confidence was evidenced by my recent decision to have Julie accompany a group of seniors to a recruiting conference. She effectively interfaced with corporate representatives and gathered a great number of employment leads for students back at campus.

In conclusion, I am certain that Person X will become a very accomplished businessperson and graduate student in Business. She possesses the right combination of drive, intelligence, and interpersonal skills to succeed. Please feel free to contact me if you have any questions about this extraordinary young woman.

Sincerely,

Employer of Person X