

Entry-level/Internship/Graduate

(1 vai trò rõ ràng, nhấn thái độ học hỏi + tác phong)

Subject/Heading:

Professional Recommendation for [candidate full name]

To Whom It May Concern,

I, [referee full name], [referee title] at [company/organization name], am pleased to write this letter of recommendation for [candidate full name] who worked with us as [role: e.g., Intern/Junior Analyst/Graduate Trainee] from [start date] to [end date].

During this period, I directly supervised [candidate first name] in [team/project/process]. I found [candidate first name] to be [2–3 adjectives: e.g., responsible, eager to learn, dependable] and consistently demonstrated a strong willingness to learn and improve.

In particular, [candidate first name] contributed to [specific tasks/responsibilities], including:

- [Task/responsibility #1]
- [Task/responsibility #2]
- [Task/responsibility #3]

He/She/They demonstrated strong [communication skills/attention to detail/analytical thinking/customer service attitude]. For example, [insert a short specific example/result: delivered report, resolved issue, supported client, improved workflow], which helped [team/client/department] achieve [impact].

Beyond technical or task-based performance, [candidate first name] was also professional in day-to-day work-arriving prepared, meeting deadlines, and collaborating effectively with [cross-functional teammates/stakeholders].

Based on my experience working with [candidate first name], I confidently recommend him/her/them for the position of [TARGET JOB TITLE] at [company name]. I am sure [candidate first name] will bring the same energy, integrity, and commitment to excellence to your organization.

Please feel free to contact me at [phone] or [email] if you require any additional information.

Sincerely,

[referee full name]

[referee title]

[company/organization name]

Tel: [phone] | Email: [email]

Mid-level/Individual Contributor

(nhấn kết quả + ownership + phối hợp liên phòng ban)

Subject/Heading:

Employment Recommendation for [candidate full name]

Dear Hiring Manager,

I am [referee full name], [referee title] at [company]. I am writing to recommend [candidate full name] for [target position]. [Candidate first name] worked with our team as [current/previous role] from [start date] to [end date], reporting to me as [supervisor relationship].

Throughout [X months/years], [candidate first name] consistently delivered strong performance in [scope: projects/operations/portfolio]. He/She/They took clear ownership of key responsibilities and demonstrated the ability to execute under timelines while maintaining quality and accuracy.

Key contributions include:

- [Contribution #1: project/outcome] - Result: [measurable impact: e.g., reduced cost by X%, improved SLA to Y, delivered on time %]
- [Contribution #2: ownership/initiative] - Result: [impact]
- [Contribution #3: stakeholder coordination] - Result: [impact]

One example that highlights [candidate first name]'s effectiveness is [specific situation]. He/She/They [what they did], which led to [result]. This work reflected strong problem-solving skills, analytical thinking, and professional communication.

In addition, [candidate first name] collaborated effectively with [cross-functional teams: product, engineering, sales, operations, etc.]. He/She/They demonstrated reliability, good judgment, and a proactive approach to resolving blockers.

Based on the above, I recommend [candidate full name] for [target position] at [company name]. If you are seeking a [qualities: high-performing, results-driven, collaborative] professional who can contribute immediately, [candidate first name] would be an excellent choice.

Sincerely,

[referee full name]

[referee title]

[company/organization name]

Tel: [phone] | Email: [email]

Senior/Leadership/Management

(nhấn strategy, leadership, mentoring, business impact)

Subject/Heading:

Leadership & Professional Recommendation for [candidate full name]

To Whom It May Concern,

I, [referee full name], [referee title] at [company/organization name], am pleased to recommend [candidate full name] for [target position]. [Candidate first name] worked with us as [senior role: e.g., Team Lead/Manager/Head of Department/Senior Consultant] from [start date] to [end date].

As [your relationship: e.g., direct manager/executive sponsor], I worked closely with [candidate first name] and observed strong leadership, strategic thinking, and exceptional execution.

Over the course of [X years/months], [candidate first name] led [team/department] and was responsible for [scope: budgets, roadmap, client portfolio, operational performance, hiring, etc.]. Under his/her/their leadership, the team achieved [major outcomes], including:

- [Outcome #1] - Impact: [business metric/benefit]
- [Outcome #2] - Impact: [business metric/benefit]
- [Outcome #3] - Impact: [business metric/benefit]

One notable achievement was [specific initiative]. [Candidate first name] [what they did]-from planning and stakeholder alignment to execution and continuous improvement, which resulted in [quantified result]. This demonstrates strategic leadership, ownership, and the ability to drive measurable business impact.

Equally important, [candidate first name] is an effective people leader. He/She/They mentored [number] team members, improved performance through [coaching/OKRs/feedback cycles/process], and built a culture of [accountability/collaboration/learning/high standards]. He/She/They also coordinated successfully with [exec leadership/cross-functional stakeholders] to deliver outcomes aligned with business priorities.

I recommend [candidate full name] with strong confidence for [target position] at [company name]. He/She/They has the leadership capability, professional maturity, and results orientation to excel in a demanding environment.

If you would like additional information, please contact me at [phone] or [email].

Sincerely,

[referee full name]

[referee title]

[company/organization name]

Tel: [phone] | Email: [email]

