

Address of Company or Institution

Date

Dear _____,

Recommendation Letter for John Browne

I have had the pleasure of working with John Browne for the past year while he has been a student assistant in the Department of English and American Studies at the University of Munich. John has been an outstanding worker in the variety of projects we have given him. He is able to quickly grasp what is needed, work independently with a minimum of supervision and take responsibility for the successful completion of each project. His performance has far exceeded our expectations and we feel very fortunate to have had his time, energy and talent.

John has successfully completed complex and difficult assignments that would not usually be entrusted to students. One of these is his overhaul of a database that is an important source of information for students participating in our required Intercultural Project. Because of the confusing and complex structure of the database, few students took advantage of the material there. After John finished reworking the website and database, it has become the primary source of information for students in the program.

John is extremely well organized and detail oriented in his approach to tasks and his strong interpersonal and communication skills have been a real plus for the department. He has been able to forge relationships and has developed cooperative projects with other university departments. His consistently positive attitude and air of calm confidence has enabled him to comfortably interface with faculty, students and administrators.

I give John my highest recommendation. He is an extremely bright student with an extraordinarily positive attitude toward his work. I am confident that he will quickly become a valued member of your organization. Please feel free to contact me if you have any questions about this exceptional young man.

Best regards,

