

Source: [www.unipage.net](http://www.unipage.net)

Type: Recommendation letter

Degree: MBA Program

From: Mr. A\*\*en

Organization: Tri-State Widget Productions

To Whom it May Concern:

I would like to recommend Becky Morgan for your MBA program. Becky has worked as my assistant for the last three years. During that time, she has been moving toward her goal of enrolling in an MBA program by building her interpersonal skills, honing her leadership ability, and gaining hands-on experience in operations management. As Becky's direct supervisor, I have seen her demonstrate strong critical thinking skills and the leadership capabilities necessary for success in the management field.

She has helped our company achieve many goals through her valuable input as well as a persistent dedication to our organizational strategy. For example, just this year Becky helped to analyze our production schedule and suggested an effective plan to manage bottlenecks in our production process. Her contributions helped us achieve our goal of minimizing scheduled and unscheduled downtime.

Becky may be my assistant, but she has risen to an unofficial leadership role. When team members in our department aren't sure what to do in a give situation, they often turn to Becky for her thoughtful advice and support on various projects. Becky never fails to assist them. She is kind, humble, and seems very comfortable in a leadership role. Several of her fellow employees have come into my office and expressed unsolicited compliments in relation to Becky's personality and performance. I believe that Becky will be able to contribute to the program in a number of ways.

Not only is she well-versed in the field of operations management, she also has a contagious enthusiasm that encourages those around her to work harder and achieve solutions to both personal and professional problems. She knows how to work well as part

of a team and is able to model appropriate communications skills in almost any given situation. For these reasons, and many others, I highly recommend Becky Morgan as a candidate for your MBA program. If you have any questions regarding Becky or this recommendation, please contact me.

Sincerely,

Mr. A\*\*\*n

Operations Manager, Tri-State Widget Productions

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Sincerely,

Ms. Randall Physics Teacher Marie Curie High School