

I'm not a robot



























Commonly requested for courses that require work experience such as an MBA, a Letter of Recommendation from a Supervisor should be developed by a former boss or team lead, who has experience working with the recommended. A letter of recommendation (LOR) is one of the more commonly requested documents by top universities in the world. While the requirement for LORs will vary from university to university and course to course, LORs are commonly requested for master's courses abroad. More commonly, if you are applying for professional or technical courses, the universities may require candidates to submit a LOR. The LOR is a document that a former supervisor or faculty member at the previous place of employment or university, respectively, writes on behalf of the recommended. The document usually highlights the candidature and suitability of an applicant for a particular course or programme at a university. What is a Professional LOR? Before we straight away jump onto a professional LOR sample for international students to study abroad, let us first know a little bit about this important document that universities require during the application process (especially for master's level programmes). Aspirants seeking to study abroad should be aware of the significance of a letter of reference. The majority of foreign institutions and colleges require prior job experience. A Professional LOR is a vital document, especially for admission to a master's or other PG programme. Such letters might be supplied by your superiors, such as supervisors, managers, heads, and so on, or by your coworkers. Students must understand that the professional LOR must be on the letterhead. It focuses on assessing the candidate's capacity to operate in varied situations and teamwork, as well as their domain exposure. Ask Experts on How to Make a LOR Effective? Format of Professional LOR A LOR is composed of many paragraphs that address the student's qualifications, skills, strengths, and limitations. A normal LOR is divided into five or sometimes more paragraphs. This is a breakdown of the professional LOR format for students, as well as professional LOR samples: Para 1 - Introduction The introductory paragraph of a LOR in supervisor format should always highlight the recommender, the recommended and the association between the two. It would also be important to highlight the duration of the association as well as the capacity in which the recommender can assess and comment on the candidature and suitability of the recommended. A comparison between the recommended and their peers or colleagues would paint a clearer picture of their performance while under the supervision of the recommender. Check out the following snippet to understand how to write the introductory paragraph of a supervisor LOR: "It gives me immense pleasure in writing this letter in support of , who has applied for higher education at your esteemed institution. For the past two years, he has been working as a Subordinate in my team at . I would like to describe him as a crucial part of our team for his protean nature and research prospective professional. What impels me to write this letter in his favour is his quality of putting all his efforts into every assigned task that elevates a mark for all team members, for which the senior management has highly appreciated him on multiple occasions." Para 2 - Technical Skillset In this paragraph, the recommender should highlight the technical skills that the recommended displayed during their time of professional association. The second paragraph should highlight the responsibilities taken up around the office along with any technical skillsets they may have expressed or learned during their time at the office. Check out the following example of how to write a LOR in the supervisor format for universities abroad: "Based on my assessment of his work, I can say that < Applicant Name> is a creative and enthusiastic developer with great potential. During his tenure, he worked for , where he transcended his duties with expertise in . His ability to articulate ideas into programming brings innovation to every smaller area, and his erudite and precise coding styles distinguish him from the other developers in our team." Para 3 - Technical Skillset 2 In this paragraph, the technical skillsets should be highlighted from the point of view of a specific project taken up by the recommender. Here, their capabilities as a professional along with skillsets pertaining to strategising, innovation, creativity, leadership, etc should be highlighted and discussed. Here is an excerpt on how to write the third paragraph of a LOR in the supervisor format: "As the youngest one in our team with no prior technical training and with minimum guidance on domain knowledge, rapidly took over many development responsibilities in the project and soon started making value additions to it. Moreover, his initiative made it easier for many teams to troubleshoot complex problems in critical phases. In the same team, has also worked on diversified tasks such as , , and for over 26 clientele of the company spread worldwide. Due to the in-depth knowledge that he had gained and the level of understanding that he had reached by working closely with the clients, he was appointed as the single point of contact (SPOC) for the team, who also served as the Face of the , which he executed incredibly." Para 4 and 5 - Social Skillset Along with the technical skillset, it is important for a candidate to possess social skillsets such as skills in organisation, leadership, communication, initiative, and much more. Here, the recommender should focus on the extracurricular activities that the recommended took part in as an employee. Here is a snippet of the paragraphs you should use highlighting the social and technical skills of the candidate in a supervisor LOR format: "Being a highly organised and passionate about learning individual, maintained a perfect balance between his work and studies. I was impressed to see how he managed to study for the while still adhering to the official deadlines with remarkable quality. Additionally, he regularly conducted knowledge-transfer sessions for his juniors, while pitching in new ideas for process improvements for the ongoing projects. Another quality that impresses me the most about him is that he easily collaborates with teams and individuals while walking alongside the trend and brings everyone with him." Final Para - Conclusion As the name suggests, the final paragraph of the LOR should highlight the recommender's faith in the recommended and their capability of finding success in the selected field. Moreover, additional information pertaining to what the recommended can offer to the institution and society in general. After the concluding paragraph, it is important for the recommender to sign the document, as detailed in the example below. Check out the following example of what the final paragraph should include in the final paragraph of a LOR in the supervisor format: "I personally believe in and his abilities and I am sure that he will bring both, great cultural values and technological innovation, to your institution. Therefore, he has my highest recommendations without any reservations that he will excel in his career. I wish him the best in his graduate studies at your renowned institution. Sincerely, Full Name of the Recommendation Designation Name of the Department Full Name of the Organisation, Location Contact No.: +91-XXXXXXX Email ID: xxxxxxxx@officialemail.com" The End - Related Articles: Professional LOR Sample from Supervisor Here are two chosen comprehensive samples of LOR from the supervisor for your better understanding. Professional LOR Sample 1 Sarah Lee Manager Lou-Vre Retail 123 Business Road Paris sarah.lee@gmail.com To Whom It May Concern: I highly recommend Jane as a candidate for employment. Jane was employed by Acme Retail as an Administrative Assistant from 2017 to 2022. Jane was responsible for office support, including word processing, scheduling appointments, and creating brochures, newsletters, and other office literature. Jane has excellent communication skills. In addition, she is extremely organized, reliable, and computer literate. Jane can work independently and is able to follow through to ensure that the job gets done. She is flexible and willing to work on any project that is assigned to her. Jane was quick to volunteer to assist in other areas of company operations, as well. Jane would be a tremendous asset to your company and has my highest recommendation. If you have any further questions regarding her background or qualifications, please do not hesitate to contact me. Sincerely, Signature (hard copy letter) Sarah Lee Manager Professional LOR Sample 2 RE: Reference Letter for Mr./Mrs. I have had the privilege of working with as the at . reported to me directly and was a top contributing employee in our department. worked for us from and grew steadily in role during that time. Her key responsibilities included in the last earned our "Employee of The Month" award 4 times and was a "Standout Sales Performer" 6 times. I can say with absolute certainty that is very capable of Project and Team leadership. I was often impressed by her ability to step in and rally the team during challenging periods within our company. She has a friendly and outgoing disposition as well as a professional work ethic. Her skills in sales are among the best I have seen in my 40-year career. I look forward to seeing continue to excel in her career. I can be reached at if there is any additional information you require. How to Ask for a Professional LOR from an Employer? Now that we have discussed and seen the various professional LOR samples for aspiring students to study abroad, let us know how can you ask for a professional LOR from your employer. Here are the 5 tips you must be knowing. Choose the Right Employer You want to make sure that the professional LOR will highlight your best abilities about the possible opportunity. Choose a past employer that has seen you grow your talents and can offer concrete instances of times you exceeded expectations or succeeded in overcoming a difficulty when asking for a reference letter. These employers can better illustrate your potential for advancement inside a new firm or the ways in which you can contribute positively to a school or programme. They can create a more personalised letter of reference to assist job managers or college admissions committees in learning more about your greatest skills. Request Politely Depending on your association, you may wish to ask your employer for a professional LOR in person, over the phone, or by email. If you want to talk with your employer in person or over the phone, contact them ahead of time to set up a meeting. Explain why you choose them for the request when requesting the letter. Explain any specific details that convinced you that they were the appropriate person to compose the letter. If your employer declines, express your appreciation for their time and indicate that you would like to continue in touch. Maintaining a solid relationship will help you succeed in future possibilities. If an employer agrees to your request, thank them for their assistance. Whether you inquired in person or over the phone, follow up with a letter or email to formalise your request. Offer Specific Details Inform your company about the possible post and the qualifications you wish to highlight in the professional LOR. By providing particular information, your business will be able to draught a customised letter that will impress a hiring manager or college admissions panel. You can submit extra materials that can help as a guide, including: The job description or college or programme information Your most recent resume A list of your specific accomplishments Information on the potential employer or university These precise insights might be useful in outlining your professional relationship, your qualifications for writing the letter, the capabilities or qualities you have that are relevant to the position, and one or two specific examples that demonstrate your accomplishments. Give a Submission Guideline For sending a letter of recommendation, most employers and colleges have certain standards. Your company may require that the letter be sent through certified mail, email, or an online form. Clarify with your former employer that they understand how and when to deliver the recommendation letter so that it arrives on time and in a proper format. Do Follow Up! Following up with your employer during and after the application process is both kind and beneficial. It expresses appreciation for the time they committed and raises the possibility that they will assist you again in the future. Once they have sent a professional LOR that acknowledges their efforts, you may write them a thank-you message. After the hiring manager or admissions committee has made a decision, you can notify your employer of your outcome. If you are applying to professional programmes, especially at the graduate level, universities abroad may ask you to submit LORs written by supervisors at your previous place of employment. This may commonly be asked for MBA or graduate management programmes across different universities and colleges. Apart from LOR, our experts can also guide your queries about PR and Jobs abroad. You can register for a session with them, or even write to abroad@collegedekho.com to reach out. Know About PR Visas and Jobs Abroad! Have you, as a manager, been asked by an employee to write a letter of recommendation on their behalf? If one of your direct reports is leaving for new opportunities, you can help them by writing a reference letter. Use these sample recommendation letters to help. Although you're not obligated to vouch for your workers, it's a nice gesture. If your employee has demonstrated a strong work ethic, excellent results, and has been a positive member of your team, then it's appropriate to write a reference letter. Some organizations have a company policy stating what type of reference you're allowed to provide. For example, some employers insist that all references go through human resources. Research company policy before you commit. The reference letter should include: In what capacity the employee has worked for youHow long the employee has been on the jobThe skills and attributes that will make the person a strong candidate for employmentWhy you're endorsing the individualHow to contact you for follow-up questions Most importantly, make sure the reference letter includes any specific information that the employer requires and that it's formatted appropriately. Follow any instructions about the file type, delivery method, or anything else, to help your employee make the best possible impression. Use examples of reference letters to guide your writing. Note that most are written in business letter format and are more formal than the usual office correspondence. You can use these reference letter examples as models for your own letter. Download the template (compatible with Google Docs and Word Online), or read the text version letters below. Charlie Rodriguez123 Business Rd.Business City, NY 54321818-850-5888charlie.rodriguez@email.comJune 15, 2024Dr. Josh LeeDirectorAcme Retail321 Business Ave.Charlotte, NC 28213Recommendation for Michele MoodyDear Dr. Lee,I have worked very closely with Ms. Moody during the several years that she has served as an assistant in my office. Michele has excelled in this role, exhibiting one of the highest levels of productivity I have seen in an assistant during my 20-year tenure with the company. Michele produces a high volume of work while consistently maintaining high standards for quality and accuracy.Michelle possesses the ultimate "can-do" attitude while taking on all tasks with a positive energy and a smile. Her upbeat personality and engaging personal style enable her to interact effectively with clients and staff. She is very well organized and keeps track of the details necessary to coordinate events of this kind and run an efficient office.Proactive in anticipating rising administrative needs, she takes the initiative to go beyond the expected parameters of her job.All the intangibles that lead to success in the workplace are in order with Michele. There will be no unpleasant surprises and I am confident she will fit in and add to office morale.I volunteered to write this recommendation for Michele because I am very grateful for her contributions to our office and very confident that she has the intelligence, work ethic, and communication skills to add value wherever she works.Please feel free to contact me if you have any questions about this outstanding young woman.Sincerely,Signature (hard copy letter)Charlie RodriguezManagerAcme Supplies Frank Lau123 Business Rd.Business City, NY 54321555-555.555frank.lau@gmail.comJune 25, 2024Bernadotte LeeDirectorAcme Accounting321 Business Ave.Business City, NY 54321Dear Ms. Lee:I have known John Smith for the past year while he has worked as an Accounting Assistant in the Company Accounting Office. I have been consistently impressed by both John's attitude towards his work and his performance on the job.His interpersonal and communication skills have allowed him to develop productive working relationships with both our clients and our staff. John has the listening and interviewing skills necessary to extract information from our clientele while performing financial assessments.John possesses solid writing skills which have enabled him to compose quality correspondence. He also has the analytical skills to diagnose problems and devise viable solutions. His ability to remain unflustered during frenzied periods like tax season proves his ability to work well under pressure.I recommend him for employment without reservation. Please let me know if you need further information.Best regards,Signature (hard copy letter)Frank LauManagerAcme Accounting This sample reference letter is from a manager who has been transferred. The employee asked for a general letter for their files so they wouldn't have to track him down for a reference letter in the future. Thomas Jones123 Business Rd.Business City, NY 54321555-555.555thomas.jones@email.comJune 30, 2024To Whom It May Concern:Jane Doe has worked for me as a Merchandiser Supervisor for the past two years. While under my supervision, her responsibilities have included hiring, training, and supervising store service personnel.She has established an outstanding rapport with store managers and owners. Her ability to get work done through the service personnel has been outstanding. Jane is highly respected by the people who work under her supervision; she is organized, thorough in her paperwork, and is always on time.Jane has done an excellent job and I would highly recommend her for a position with your organization.Please let me know if I can provide you with any further information.Respectfully,Signature (hard copy letter)Thomas JonesManagerAcme Retail Need more inspiration? Review these additional examples of reference letters written for friends, co-workers, clients, employees, students, teachers, vendors, and professional connections. If you're a manager, using sample recommendation letters before writing your own for an employee can provide a helpful structure and ensure you cover all essential points effectively.It's important to understand your company's policy on providing references, as some organizations may require all references to go through human resources.When writing a reference letter, make sure to include key details such as the employee's role, duration of employment, key skills, and why you're endorsing them, while also following any specific instructions provided by the prospective employer. Thanks for your feedback!