TO

**[Receiver Name]**

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FROM

**[Sender Name]**

**[Sender Title]**

**Subject:** Professional Letter of Recommendation for MBA

To

The Admissions Team

Department of Business Management

Youngstown University

I am pleased to be writing this letter of recommendation for Mr. Praveen Yadav for his admission into the Global MBA Program at Youngstown University. I had the pleasure of interacting with Mr. Yadav for a period of six months as his Practise Manager while he served as an intern at Citrix Pvt Ltd. Mr. Yadav was reporting to me directly while he worked on the implementation of an Employee Management Application for the Human Resources Department.

Being one of the top IT Consulting Organizations in India, Citrix has a rather stringent interview process. It is, therefore, a testament to Mr. Yadav’s skills that he scored full marks in the technical round of his interview. Needless to say, he also impressed the interview panel with his excellent performance in the communications round. His interest in software development was evident from the number of certifications and independent projects he had already completed. Mr. Yadav not only secured a paid internship opportunity at our organization but was also put into a project almost immediately.

Mr. Yadav has a mixture of technical expertise as well as communication skills which is quite rare among most industry professionals today. Within the first few weeks of joining the team, he was able to distinguish himself as an essential member of the team, analyzing and developing the most complex business requirements. Everyone in the senior management quickly came to rely on his judgment regarding implementation

strategies and execution processes. His love for the work was evident from the fact that he never shied away from putting in long hours and extra efforts to get his tasks completed. His efforts did not go unnoticed and Mr. Yadav won the Best Employee position at our organization for 3 months consecutively.

Mr. Yadav is an ambitious person and is indeed a pleasure to work with. I myself was time and again inspired by his positive outlook and never say die attitude. He is also a team player who inanely understands that a team can collectively achieve much more than any individual effort. Of his own accord, Mr. Yadav volunteered to conduct a session on Front End Development for his peers during the internship. His preparation and delivery of the session were appreciated by his fellow interns as well as by the senior management. His approachable personality and excellent communication skills instantly make him stand out as a leader in any group.

I would not hesitate to say that Mr Yadav is among the brightest of freshers I have interacted with, over my 14+ years of industry experience. I am confident that MR Yadav will continue to excel in business school just as he has done in the workplace. His sincerity and zeal make it almost a given that he will be a valuable new admission into the Management Department. I wish him unbounded success in his professional career and future endeavors. I would be happy to provide additional information about Mr. Yadav’s personal and professional capabilities if required. Thank You

Yours Sincerely

Srinath Reddy