**Letter of recommendation example**

There are many formats recommendation letters can have. Here’s a specific example of what a completed letter may look like for a job applicant using the above framework:

To Whom It May Concern:

It is my pleasure to strongly recommend Annie Chiu for a position as a data analyst for L&Q International.

I am Robert Cunningham, a regional manager at Mountain View Unlimited. I have 15 years of experience working as a statistician and client services specialist and have seen many young professionals come and go. Annie Chiu is one individual I have worked with who uniquely stands out.

During our time together, Annie displayed great talents in technical applications, such as ArcGIS, R coding, Python and several other data visualization tools. When we first met, I was immediately impressed with Annie and the technical skills she had on day one, but during the time worked together, her understanding of data analysis and the tools of the trade grew far more than that of her peers.

My first experience with Annie’s adaptability came not long after she was hired. Last year, we had one client who sent data in Excel that needed extensive cleanup. At that time, Annie’s experience with Excel was limited, but she worked extra hours to learn how to properly clean up data in Excel through the use of functions. Within the week, the client’s data was properly formatted so that it could be effectively analyzed and visualized. Annie even handled the data visualization with skill and the client had nothing but praise for the end result.

It’s not just her technical skills that impress me, however. Annie was a joy to work with because of her amazingly positive attitude and eagerness to stick tightly to deadlines. Her can-do attitude and team-building skills were also necessary and valued not just by myself, but by her peers, who often relied on her to get the job done.

I am absolutely confident that Annie would be a great fit for L&Q International. Not only will she bring the kind of skills and experiences you’re looking for in an applicant, but she will also quickly become an asset and help L&Q International grow in any way she can.

If you need more information or specific examples, please do not hesitate to contact me at 555-123-4567, or by email at rcunningham@mvunlimited.com. As a recommendation letter likely only provides a snapshot of her talents and achievements, I would be happy to further elaborate on my time working with her.

Sincerely,

Robert Cunningham  
Regional Manager  
Mountain View Unlimited