

ตัวอย่าง Letter of Recommendation (LOR)

RE: Letter of Recommendation

To Whom It May Concern

As the vice president of **XXX Co., Ltd.** that **Mr Aaaaa Bbbbb** used to work for in the position of a trader, it is with great pleasure that I am writing this letter of recommendation for him in support of his application to the Master's Degree programme in investment at your institution.

From what I perceived during his time at my company, **Mr Aaaaa** was an energetic, determined and highly motivated person who was equipped with a wide range of knowledge of investment and finance, which made him suitable for his position as a trader. His duties here included sending out requests for purchase or sale of shares and giving advice to investors, which he managed to do efficiently. Thanks to his hard work, complete dedication and excellent service mind, our company gained a lot more clients who were also satisfied to be in contact with him.

Apart from being desirable as an individual, **Mr Aaaaa** was also a kind, sociable and humble person who always had respect for all the staff and never hesitated to offer help to his colleagues. Whenever he had to work as a team to brainstorm ideas, **Mr Aaaaa** would stand out because of his strong leadership, his ability to think outside the box and his excellent creativity as well as analytical thinking. Still, he was never arrogant. He still liked to share opinions with his teammates in order to find the best solution for each case.

It was a loss of our company when **Mr Aaaaa** decided to resign, but personally I agreed with him that, as a trader, he needs to improve himself constantly in this field in order to meet the highly competitive market's requirements in the future by pursuing his postgraduate studies in investment.

In conclusion, based on his performance in my office and his overall characters, I am very confident that he will become a successful student at your institution due to his outstanding comprehension of investment, his initiation and his pleasant characters. Therefore, I definitely recommend **Mr Aaaaa** for your programme. If you would like to discuss his qualities in more detail, please feel free to call +66-2111- 1111, my office number, if I can be helpful.

Sincerely yours,

