

REFERENCE LETTERS

Are they important?

Your past success and future ambitions will convince the admission officers and give credibility to your reference letter.

Things to remember

- Choose an appropriate referee
- Print on the official company or university letterhead/envelope
- Explain your relationship with the referee
- Express confidence that you will complete the course
- Don't forget the signature of the referee

Employer reference letter

An example of a business reference letter of a student applying for Psychology.

Academic reference letter

Please read below an example of an academic reference letter of a student applying for a degree in MBA.

SAMPLE ONLY


CORPORATE

06-10-2022

To whom it may concern

As the president of The Company of Mumbai., Ltd. I am very proud to recommend Ms Steffy who is a counsellor in my company. I would also like to offer my highest support for her proposed study plans.

First, allow me to take time to give you a briefing about our company in Mumbai, the core of the business is website development and IT.

Ms Steffy's primary strengths are her independence and ability to deal with problems as they arise, and she has proven herself very able time and again. She is very pragmatic when assessing the industry and has offered invaluable opinions concerning our staff counselling and has made a great contribution to the mindset and health of the organization. Under her counselling and supervision, each member of the company fully understands their roles in the company thus aiding in smooth running. She is a great psychology counsellor, and with her team, she does a wonderful job each time.

Furthermore, Ms Steffy is very dedicated and innovative in her approach to her clients and quickly gains a grasp of their psychology. I believe that she will finish your program successfully. I will greatly appreciate your favourable decision.

With best regards,


Mr Ashik Shroff
President of Corporate Company


ESTD. 1985
COMPANY NAME
SLOGAN HERE

Borivali (W) – Link Rd, Yogi Nagar, MHB Colony, Vazira Naka, Gorai Rd

Add official stamp

SAMPLE ONLY


UNIVERSITY
ALOUAN GOES HERE

06-10-2022

To whom it may concern

It's my pleasure to recommend MS. Steffy for admission to your program. I instructed MS. Steffy in her junior and senior years in the regular Business administration class held thrice a week and in a psychology seminar. Also, I gave her guidance on her graduate thesis as the instructor in charge. Through her dedication to her studies and the eagerness with which she approached her research projects, Ms Steffy has proven herself to be a truly mature and responsible individual.

As a professor of business administration, specialising in human development, at your University, I have come across many students with outstanding knowledge and understanding of business administration-related areas. However, Ms Steffy is such a rare student in that she contributed to my seminar in a meaningful way by providing feedback and interaction which has gained from references in English and also by starting her work experience with other seminar members. Her efforts and attitude to broaden her horizons through her lectures and her research were quite remarkable.

I believe not only Ms Steffy will gain much from the opportunities and experiences afforded her by your university, but also that she will perform admirably and greatly contribute to your program. Ms Steffy is an outstanding student, and I give her my full recommendation.

Yours sincerely,


David Rowland
Professor of business administration University of Madras


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CERTIFIED

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All contact details