



SAMPLE FOR LETTER OF RECOMMENDATION

To
The Admission Committee
XYZ Institute

It is with great enthusiasm that I write this letter of recommendation on behalf of Smitha for the Master of Science degree programme in Electronics and Electrical Engineering at ABC University. Since the beginning of 2019, Smitha has been pursuing her education at XYZ Engineering College within the Electronics and Communication Department. It was a wonderful opportunity for me to act as her project organiser and guide when she was a student at our institution, and I have known her for the entirety of her time here. During the time that we spent working together on the project, I was able to observe Smitha's growth and development on a variety of fronts, including academic, professional, and as an individual who is well-equipped to take on any obstacles that may be placed in her way.

As the project coordinator for her, I was able to observe that she was an excellent member of the team, an extremely dedicated individual, and had good potential for leadership. Her contributions to both of the projects on which I served as her mentor were outstanding in every way. During both her minor project, which consisted of developing a safety device using advanced GPS tracking and alerting mechanism, and her major project, which was an advancement of the same device, she contributed helpful suggestions and devoted her time to the successful completion of the project. Her major project was an improvement on the minor project.

She kept the people that she worked with motivated and supported, and she was always open to receiving constructive criticism about their performance. Her work had been steadily getting better in quality. There were no slip-ups with the deadlines, and both her team and I placed a high value on each of her contributions because they had an effect on the successful conclusion of the project in some way. Both of the projects that she and the other members of her team worked on were successful, and they won a number of acclaims as a result of their efforts.

I am writing to encourage you to give serious consideration to Smitha's application to the class that is being offered at the illustrious university that you direct since I am certain that she will be an asset to the class. If you have any questions, please don't hesitate to get in touch with me, and I'll be delighted to provide any more information that you might need.

Dr. Kalyani Mathura,
Associate Professor
Department of Electronics and Communication
XYZ Engineering College
Hyderabad, Telangana
Contact details

