Dear Admissions Committee,

I enthusiastically offer this letter in support of Charlotte Smith’s application for admission to the MBA program at Harvard Business School.

I have worked with Charlotte for the past five years at the Westbank Consulting Group. I was her immediate supervisor during her first two years, when she worked as an analyst, and have been her colleague since she was promoted to principal associate in 2015. Charlotte is a singular colleague, exemplifying a unique combination of creativity, grit, humility, and collaborative spirit.

While we take pride is cultivating a supportive environment at Westbank, the breakneck pace of work and the general rigor is not for everyone. Charlotte, however, has risen to each and every challenge. She was recently recognized by the firm for her work on a time-sensitive forensic audit. Though contending with missing documents and many adversarial parties, she logged many late nights, devised necessary workarounds, and looped others in on the project to assist with some of the more exotic issues that arose.

I have no doubt that Charlotte will be a successful in business school and her future career.

If there is anything else that I can provide in support of Charlotte’s application, please do not hesitate to contact me.

Sincerely,

Jane Armitage