**You can use this example as guidance for writing a recommendation letter if your coworker is applying for an academic program:**

June 15, 2019

Indiana University—Kelley School of Business
4455 Songbird Ln.
Bloomington, IN, 47404

Dear Dr. Manheim,

My name is Jerusha Fathima, the Lead Project Manager at Universal Connections. I have had the pleasure of working with Justina Gonzales for the past three years and highly recommend her for your MBA program. Her critical thinking and data analysis abilities allow her to perform exceedingly well under strict deadlines. She is one of the most talented business analysts I have worked with during my 12 years in the cloud computing industry.

During our three years of working together, Justina has shown great interest in continuing to learn more about business analysis and also other departments. Her drive for knowledge has made her a valuable member of our team.

On one occasion, our team encountered an obstacle with a client. They wanted a specific software feature that would allow them to analyze a data set. We did not offer the feature at that time, but Justina spent her free time learning how to add it to the software. She worked tirelessly to perfect the function so the client could implement it into their program with no issues. The result satisfied the customer, and we continue to offer that feature for all of our clients. Without Justina’s dedication and quick learning capabilities, we wouldn’t have been able to create the function.

Justina is also a great team member and will help others as much as possible. She is a positive employee who enjoys challenging tasks that help her continue to learn.

I believe Justina is a great candidate for your MBA program. She has the dedication and drive to meet and exceed your high standards.

I would be happy to discuss more of Justina’s accomplishments or offer additional information. You can reach me at 555-555-2235 or j.fathima@email.com.

Regards,
Jerusha Fathima
Lead Project Manager, Universal Connections