Career Roadmap Guide Engineers

(A One Stop Solution For All Engineering Professionals)

Important H.R Interview Question

Confronting Office Politics

Effective Study Skills

Drafting

All about Scholarship Opportunities

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Engineering Profession

Engineering Carver Planning

Project Management

Engineering Facto

Important Web Links on Jub Opportunities

Job Searching Skills & Technic

PERSONAL/PROFESSIONAL REFERENCE LETTER

The following is a sample personal/professional reference letter for a friend orfor a colleague.

SAMPLE

I am writing to recommend Mr. "Z" for the position **mention name of the post for which reference letter to be issued.** I have been knowing "Z" since last 5 years and he/she is a highly qualified candidate for the said position. He/ She has relevant work experience for the post he is applying for in your company

I think **"Z"** is a perfect match for this job. Moreover he/she will prove himself/herself to be a tremendous asset for your organization I highly recommend him/her to you without reservation. If you have any questions, please do not hesitate to contact me.

NAME OF PROFESSIONAL REFERRER / FRIEND (NAME OF ORGANIZATION & DESIGNATION)