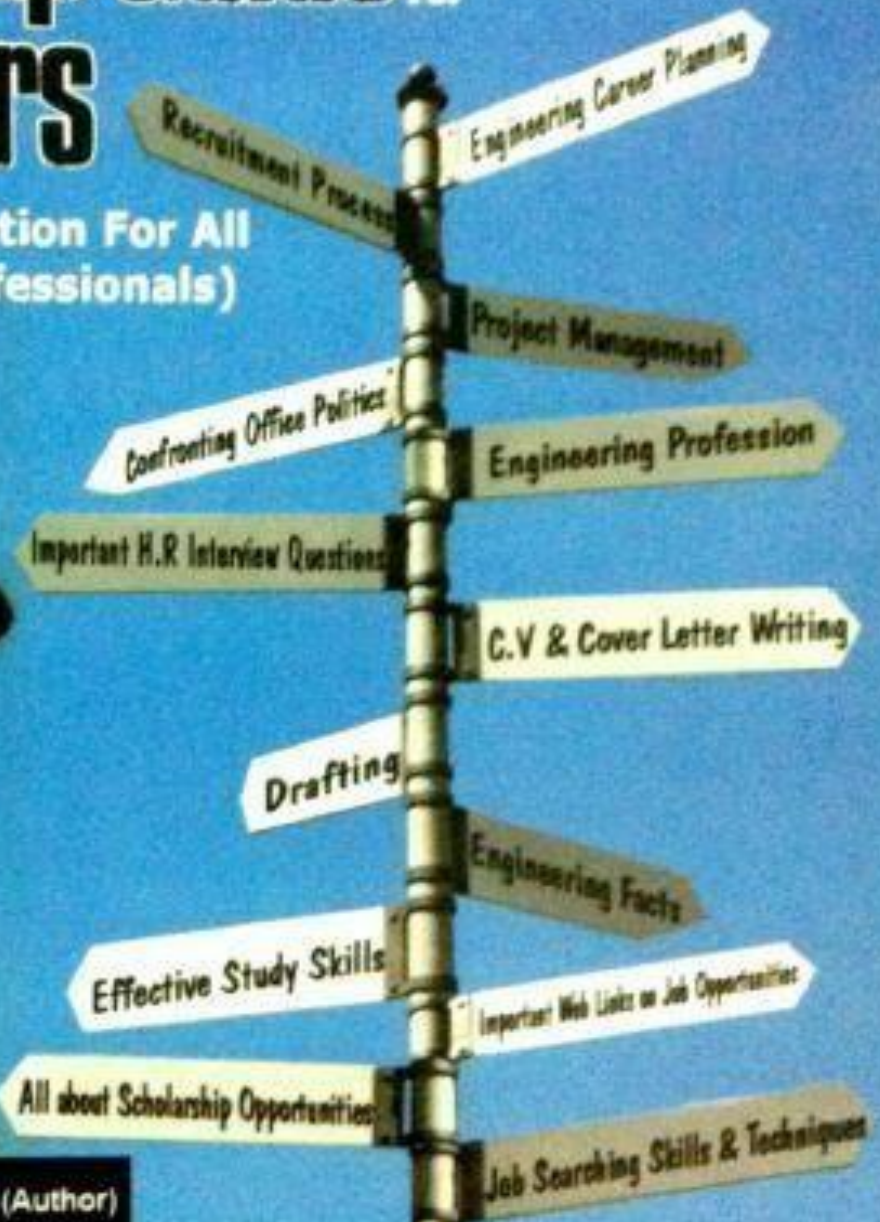


# Career Roadmap Guide for Engineers

(A One Stop Solution For All Engineering Professionals)



Engr. Junaid Shaikh (Author)

Dr. B. S. Chowdhry (Editor)

## RECOMMENDATION LETTER (ENGINEERING JOB)

### SAMPLE

#### TO WHOM IT MAY CONCERN

I would like to take an opportunity to offer a formal recommendation for "Z". As a "**MANAGING DIRECTOR**" "**NAME OF ORGANIZATION**", I have known

"Z" for approximately two years and feel that he/she is a deserving candidate for the post of "**SENIOR GENERAL MANAGER (ENGINEERING)**" as recently announced by you.

"Z" joined our organization as a **JUNIOR ENGINEER**. Demonstrating an incredible initiative and a strong dedication & technical approach, he/she moved up the ranks quickly. After only six months, he/she was promoted to "**SENIOR TEAM LEADER**". The board noticed how successful he/she was in his/her new position and quickly offered him/her another promotion, making him/her part of the executive management team.

"Z" leads by example and many people here find his/her enthusiasm and dedication both inspiring and motivating. As part of the executive management team, "Z" has worked hard to build authentic relationships with the employees. His/her efforts have created a happier and more productive team.

I believe "Z" exhibits all the qualities that are essential to a **ENGINEERING MANAGER** and business thinker. I highly recommend Mr. /Ms. "Z" for the said post & hope that you will carefully consider & peruse his application.

Sincerely,

(**NAME OF PREVIOUS EMPLOYER**)

(**NAME OF ORGANIZATION**)