ПРИМЕР РЕКОМЕНДАЦИИ СТУДЕНТУ

Рекомендательное письмо работодателя сотруднику, проработавшему в компании несколько лет после окончания программы бакалавриата в одном из ведущих вузов России, и поступающему в магистратуру Великобритании.

Национальность студента: Россия
Вуз, который закончил студент: один из ведущих правовых вузов России
Вуз, для которого подготовлена рекомендация: входит в 10 лучших вузов UK по версии рейтинга The Complete University Guide
Программа: магистратуры права LLM
Результат: зачисление на программу

Внимание! Рекомендация, представленная ниже - образец, позволяющий студентам и рекомендателям студентов, не знакомым с практикой составления академических рекомендаций, рассмотреть пример успешного рекомендательного письма в зарубежный вуз. Данное рекомендательное письмо представлено НЕ для копирования.

Копирование текста рекомендательного письма, составленного для другого студента, может быть обнаружено приёмной комиссией вуза, в который вы поступаете, что может привести к отказу рассмотрения вашей заявки приёмной комиссией.

Документ оформляется на бланке учебной организации/ факультета и содержать дату, ФИО и должность рекомендателя, подпись и печать.

Dear Sir or Madam,

Ref: Reference to __ (Имя и фамилия сотрудника)

This is a recommendation letter for __ (Имя и фамилия сотрудника) who is applying for LLM programme at __ (название университета).

__ (Имя сотрудника) is currently working as a __ (позиция сотрудника) at the ___ (название компании), which is a part of the group of LSE listed ___. __ (Имя сотрудника) joined the company in ___ and for over 2 years she has been under my direct supervision at the International Law Section of the __ (название департамента).

The following areas of Law are the main day-to-day __ (Имя сотрудника)'s duties:

• Contractual Law: __ (название компании) provides legal support for deals involving purchase of internationally produced __ equipment and machinery. __ (Имя сотрудника) was involved in preparation and review of all range of contracts related to such supplies as well as in group financing projects.

• Corporate Law: provision of interrelation between Russian and foreign companies of the group including drafting of all types of necessary corporate documents.

• Antitrust Law: there is a number of cases when __ (название компании) expands its business by acquiring shares of other companies. __ (Имя сотрудника) takes part in due diligence process...
assessing each case on its compliance with Russian Antitrust Law and takes responsibility for communication with the Federal Antimonopoly Service of the Russian Federation.

I believe that the following qualities distinguish (Имя сотрудника) and make her a good lawyer:
• a very rational mindset combined with capabilities in problem solving,
• a very strong sense of purpose and responsibility,
• perseverance and ability to focus at the most important task/issue (can work efficiently in high stress situations),
• ability to work with large volume of information, extremely good memory, punctuality and attention to details.

I would also like to mention that even though (Имя сотрудника) has graduate from a well regarded Law Institution in Russia and for her relatively young age has had quite an extensive legal practice she has never stopped appreciating learning. She is the person who is keen to take challenging job if she knows that she would learn a lot by doing it even if this means that she has to work long hours and do on average more than she could have been doing. I would like to provide the following example: about a year ago we were in a process of negotiating (описание кейса). (Имя сотрудника) was part of the legal team working on this deal. It happened that one day, when I was on a business trip, we had a round of negotiations with an (описание), where both parties wanted to finish main discussion on that day. (Имя сотрудника) worked till 5 am when the main points were finally agreed. It is probably also worth mentioning that I got to know about this case not from (Имя сотрудника), but from our Vice-President, who praised her for that project.

She is an easy-going person and is liked and admired by her colleagues.

In terms of areas for improvement I think that (Имя сотрудника) sometimes has to be more vocal when defending her position. I would also think that sometimes an ability to see a general picture, not just a particular legal case would also help her to realise her potential in full.

I cannot be very pleased to know that (Имя сотрудника) is going to leave us soon but I am certain that she would greatly benefit from taking this programme and I wish her all the very best. It is my great pleasure to recommend (Имя и фамилия сотрудника) for LLM course at (название вуза). I am certain that this highly regarded education would build up further (Имя сотрудника)’s strength and enable her to become not only Russian but also a strong international professional.

Please, do not hesitate contacting me if you would like me provide further information or give some additional details.

Yours sincerely,

Имя Фамилия

Должность
Телефон офис: +7 __
Телефон мобильный: +7 __
E-mail address: