

# Letter of recommendation

To whom it may concern,

I am writing to you with regard to Mr. Choi, who has requested that I write a letter of recommendation on his behalf. WonJoon and I discussed recent decision to pursue graduate study and I support his decision and strong desire to take his dedication and skill to the next level.

I have worked with WonJoon for almost a year, as a vice representative as well as supervisor in CareMile Inc. His duties include managing logistics, adjusting selling price as well as supporting various sales activities.


WonJoon is a trustful co-worker who takes on task given to him with great responsibility. He is detail oriented and is meticulous in correcting small details. He has shown excellence in managing the product flow by accurately tracking almost every missing product especially with the covid-19 test kits. Furthermore, flexibly adjusting selling price of the kits depending on the market's supply and demand and based on his own collected data, he has shown that he is fully capable of catching up the dynamic trend of the covid market.

He is an excellent communicator and has the skill and personality needed both to support co-workers and to be a team leader. He strives to understand the bigger picture of current situation and tries not to miss any information even trivial. As a result, only with a simple guidance, he understands the purpose of the instruction and creatively comes up with ways to deal with problems. Additionally, he knows how to break the goal into several different tasks and allocate them between his co-workers. His ability to comprehend and take responsibility of his work, is one of the strongest characteristics that will ensure his success.

While WonJoon's resignation from our company is a loss for us, I have every confidence that he will thrive in a graduate school setting. He is an intelligent, committed, and inquisitive individual.

Sincerely



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Vice President

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