

Date: 21.11.2019

To Whom it may concern:

It is my great pleasure to write this letter of recommendation for **Hansee Rawat** who has been working with Commondove, a non-profit non-government organization as a **Human Resources & Management Intern**. I want to start with telling that whatever that I have written below is appropriate and in fact accurate about her.

If you are thinking of hiring her and trying to come up with a decision, in that case I would like to suggest with full confidence and assurance that you are making a really good decision for your organization and you have my word for it.

And the reason why I can say this with surety is that the effort she has put and the way she has exercised her skills while doing given tasks has been commendable. Let me tell you some noteworthy aspects about her:

1. **Consistent performer** - She has been one of the top interns in terms of consistency, showing up for work. She has been an asset for Commondove and has been successful while doing hirings and managing workforce for Commondove.
2. **Good Grasping power and Rectification skills** - she understood her task swiftly and thoroughly, and whenever any mistake was pointed out to her, she was alert, and quick to rectify the mistakes.
3. **Professionalism and Work ethics** - She always kept her work on time, in a neat manner, and hassle free, and if in case she was not sure of anything she always notified prior, thereby preventing any damage. And when she was given added responsibility, she took it graciously and managed work really well.
4. **Understands social responsibility** - Having worked with a non-profit as pro bono work, it shows that she cares about the importance of being a socially responsible citizen and would continue to do as an employee.
5. **Believes in herself and her decisions** - Our organization is a startup after all, and that too a non-profit venture, both these factors make it a much difficult task already and still she joined us with complete enthusiasm, is in itself the proof that she has the guts to do/follow what she thinks is right no matter if she's the first one or the only one and her decision, she has worked out to make it right.

I wish her all the very best for her future endeavors. Thankyou!



Dr Ankita Nirwan

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