

# Recommendation Letter

Presented By:

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# Letter of Recommendation

A *Letter of Recommendation* is a letter written by a previous employer, professor, colleague, client or a teacher for recommending an individual's work or academic performance.

The goal of recommendation letter is to vouch for the skills, achievements and aptitude of the person being recommended

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## Where it is needed ??

- A letter of recommendation is usually required when applying for Higher Studies, Internships and Jobs etc.

## Whom to request from??

- Request recommendation letter from people who knows your capabilities.
  - Teachers, Supervisors and Previous Employers etc.
  - It is not recommended to obtain it from relatives.



# Important points to keep in mind

- Make sure to give the referee enough time to write the reference letter.
- Tell the writer about your goals and If possible, make a draft and send to referee.
- Once you receive your recommendation letters, send the writers thank-you notes.

# Writing a letter of Recommendation

## **Point to Include:**

- How you know the applicant and how long you have known him/her.
- How is this person exceptional than others with similar background.
- Describe the applicant's exceptional qualities and skills which are related to the applicant's field of interest.
- Mention examples to back your writing and emphasize key points from the candidate's resume that you want the reader to take note of.

# Length of Recommendation Letter

- Generally, a letter of recommendation for employment is one page while for academic programs, it maybe longer (up to two pages)
- Unless it is absolutely relevant, do not refer (either in a direct or implied reference) to the applicant's race, religion, national origin, age, disability, gender, or marital status.



# Structure of a Recommendation Letter

## Salutation:

- If writing a personal letter, then include salutation as Dear Dr. Smith.
- If writing a general, then write “To whom it may concern”.

## 1<sup>st</sup> Paragraph:

- The first paragraph of the recommendation letter explains your connection to the person you are recommending

## 2<sup>nd</sup> Paragraph:

- The second paragraph of the recommendation letter should contain specific information on the person you are writing about including his abilities.

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## **3<sup>rd</sup> Paragraph:**

- This paragraph should include information on how the person's skills match the position they are applying for.

## **Summary:**

- This section of the recommendation letter contains a brief summary of why are you recommending the person.

## **Conclusion:**

- The concluding paragraph of the reference letter contains an offer to provide more information





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Dated: 31-01-2025

**TO WHOM IT MAY CONCERN**

I am writing this letter on the request of **Mr. Nouman Khan** as a requirement of the application for **FuSEP USTC Summer Research Program**. I have known him for the past three (03) years during his ongoing degree at the Department of Computer Systems Engineering, University of Engineering & Technology Peshawar, Pakistan. I have been his teacher for multiple courses at the university.

As a student, Nouman has always impressed me with his outstanding communication skills. He is among the top students of his class and demonstrates a strong love for learning and a sheer commitment towards his academics. He is a self-directed individual and has the ability to accomplish the assigned responsibilities and conduct research with minimal amount of supervision. I am highly satisfied with his level of motivation, capabilities and working habits.

Nouman has got strong leadership and team management skills. He is an excellent team player and does not hesitate to lead his group. Apart from his academics, Nouman has also been engaged in various societies and clubs at the university and I have always found him maintaining an effective balance between his studies and extra-curricular activities.

Combining his academic and personal qualities based on his hard work, determination, self-motivation, intellect and attitude, I can discern an individual of high capabilities in him. In lieu thereof, I am quite confident that he will meet all the expectations of the research program. Hence, I strongly recommend him as he possesses all the ingredients to be one of the most appropriate candidates.

Kindly feel free to contact me in case any further information pertinent to Nouman is required on my behalf.

**DR. YASIR SALEEM AFRIDI**  
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THANK YOU