**Letter of Recommendation**

* In the first paragraph, provide the following details (of the recommender) **-** designation, department and organization name, city. Also write the capacity in which the recommender has been associated to you along with the number of years/duration of your association with him/her. Also mention your designation and department in the organization. Write about your role and responsibilities that impressed this recommender.
* In this paragraph, ask the recommender to mention your professional achievements. For instance, if you contributed to reducing the cost of a process, quantify it and present it as an achievement. Ask the recommender to mention any client appreciation that you received. Mention your team handling skills and how you motivated your team members to achieve excellence. In other words, highlight your leadership skills.
* In the third paragraph, please mention your project, seminar, workshop, etc. (their names along with your contribution to them) this recommender would like to talk about. Ask the recommender to explicitly mention what about these impressed him/her.
* In this paragraph, the recommender may also provide any instance where you applied a theoretical concept practically which impressed the recommender. You may provide details of just about any activity pertaining to academics/research you participated in that the recommender wishes to share with the Admission Committee. The recommender may also talk about your research interest and your aptitude/capability for research work.
* In the fourth paragraph, the recommender must mention your extra-curricular/co-curricular activities you undertook at your workplace and your achievements in the same.

Name

Designation, Department

Organization, City

Contact

Email

Note: Each and every detail that has been asked for in the format holds immense importance for the LOR. Thus, please keep in mind all the points while drafting the LOR. Also, make sure that all the two/three LORs are unique in terms of content. Following the above mentioned points will add much value to your LORs.