**Letter of Recommendation**

I am pleased to recommend to you one of the valuable members of our team, Ms. Kavya Kambi Ravi, to join your graduate school. I have known Kavya from more than three years. I am giving this recommendation letter in the capacity of her Group Manager at EMC Data Storage Private Ltd. She has worked as part of Content Server under my guidance in the Platform Team, which is one of the core Documentum products that gives a rich set of content management services and a comprehensive infrastructure for all content applications like Documentum Webtop, Documentum Administrator, Documentum Workflow manager, Documentum Webplublisher, etc. She has done engineering and enhancement activities and has displayed her skills and commitment to work.

Kavya has emerged as an excellent resource for the team and has established herself as a trustworthy and capable engineer. She is very enthusiastic, dedicated and innovative and has always shown a great amount of zeal towards learning new things. She familiarized herself with the vast Documentum suite and became productive with regards to the engineering activities very quickly. She is one of the brightest members of the team and has been rated “Consistently Exceeds Expectation”. She has acquired proficiency in writing efficient code using data structures and algorithms with her strong knowledge of OS concepts and debugging tools (Windows and UNIX platforms). She has worked on different modules such as full-text, authentication, document lifecycle, workflows, email notification, etc. She has expertise herself in the full-text module and quickly understood the indexing and searching process of the documents. She also worked with the Microsoft FAST Instream product to understand the different functionalities and methods in their modules. This information helped us while developing our in-house search engine. She has also depicted her excellent technical skills while working on other modules such as Kerberos authentication plug-in and 64-bit Content Server. Kavya has immense quench for knowledge and has attended lot of technical and professional development trainings. While working on stringent deadlines, she has ensured to update her technical skill sets by attending corporate trainings on Advanced C++, design patterns, Operating System fundamentals and advanced concepts, Windows Internals and Advanced Perl scripting. She is also certified in Lean Six Sigma Yellow belt.

Kavya has always been a responsible engineer. She has shown great sense of maturity with respect to following up on the issues and being responsive towards situations which needs immediate attention. This was the reason why I nominated her for the Meteor award, given to the valuable team members for their contribution towards the work. She is very perseverant and always looks forth towards bringing in value addition to her work. It is her inherent nature to put in maximum efforts to provide solutions to the problems, maintaining coding standards and programming practices in the process. These qualities have credited to her success and she has been one of the favorites among the Senior Engineers and Architects. Also, she has been extremely good in the way she handles the customer cases, which I attribute to her effective communication of her ideas. I nominated her for the prestigious customer champion award across EMC India for solving the escalated customer issues in an effective and in a timely manner.

Kavya is relatively younger member of the IT industry and there are lot more things to be accomplished. However, she is a constant learner and makes sure that she takes away positives from all her experiences which are a sign of a good leader. Her grasp on the practical concepts have always helped her finish the tasks in hand well before time. On the lighter side, she is also an active participant in sports. She enthusiastically takes part in the team building activities and has showcased her organizational/team skills effectively.

I strongly recommend her for the graduate program at your university and fitting financial aid. The eagerness with which she explores different options to get the best result is commendable. In my view, she has a high degree of practical working knowledge of technology and her resourcefulness and potential in executing real world projects are promising. With her inclination towards hands-on application of theoretical knowledge, passion for programming and problem solving, commitment for research combined with a driven attitude, she is bound to excel in her graduate program. From my 19 years of experience in Software Industry, I can assure that Kavya has the required intellectual capacity, mathematical skills and practical knowledge to successfully complete the graduate program in Computer Science at San José State University. I am convinced she will put forth all her effort into her endeavors. Feel free to contact me for any clarifications regarding this recommendation.

Sincerely,

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E mail id: XXXXX @emc.com