Block B, Building T2
School of Information Science and Technology
Shenzhen Bay Innovation Technology Center
3156 Keyuan South Road, Nanshan District
Shenzhen, P. R. China, 518054

May 19, 2024

Recommendation Letter for Ms. Lili Liang[1]

To Whom It May Concern:

Paragraph One: I am a tech lead manager of the Department of Product RD and Infrastructure at ByteDance. .....

Paragraph Two: Indicate why you are interested in the position, the company, its products, services - above all, stress what you can do for the employer. If you are a recent graduate, explain how your academic background makes you a qualified candidate for the position. If you have practical work experience, point out specific achievements or unique qualifications. Try not to repeat the same information the reader will find in the resume. Refer the reader to the enclosed resume or application which summarizes your qualifications, training, and experiences. The purpose of this section is to strengthen your resume by providing details which bring your experiences to life.

Paragraph Three: Request a personal interview and indicate your flexibility as to the time and place. Repeat your phone number in the letter and offer assistance to help in a speedy response. For example, state that you will be in the city where the company is located on a certain date and would like to set up an interview. Alternatively, state that you will call on a certain date to set up an interview. End the letter by thanking the employer for taking time to consider your credentials..

Please do not hesitate to contact me if you need me to provide more information.

Sincerely yours,

sign your name

xxx, Tech Lead Manager
Department of Product RD and Infrastructure
ByteDance
Phone: (86) 10-xxxx-xxx
Email: xxx@bytedance.com
Website: `https://www.bytedance.com/en`

[1]**Lili Liang**. "ByteDance Letter Template" Proceedings of Overleaf. Overleaf Gallery, 2024.