

## Рекомендательное письмо - Reference Letter

Не будет лишним представить работодателю еще и рекомендательное письмо. Этот документ, написанный в произвольной форме, должен дать представление о тебе, о твоих человеческих качествах, о твоей профессиональной подготовке, об отношении к делу. Должно получиться что-то вроде:

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At the request of Elena Petrenko to support her application to the Meridian College for the enrolment in the international working sandwich course I submit this confidential information that Elena Petrenko has worked aside of me for the period of 01/06/07 to 01/08/07 as a house keeper of the floor.

During her employment she had shown excellent knowledge in the hospitality business. Elena obtains such personal and professional qualities which make her one of the best employees. She is hard working, responsible, sociable, goal-oriented person. After the first week of her work as a maid, she was promoted as a house keeper of the floor. During the three busy month of working for our hotel, Elena has proved that she can work with high efficiency under the big pressure. She was dealing with all the challenges by herself and got best outcomes from the most difficult situation.

What is more she is a good leader and manager who can get the best synergy from the people working with her.

During her employment in our company Elena was the person who was communicating with foreign clients of our hotel, so I confirm that she would be the most appropriate person of working abroad. Her clients never face inconveniences on the basis of cultural misunderstanding. She is very tolerant and patient to the customers.

According all the evidences listed above I may strongly recommend Elena Petrenko for working in all hospitality and restaurant business.

**Tertushnikova Ludmyla Petrovna** \_\_\_\_\_