



Letter Of Recommendation

It is with utmost happiness that I am writing this letter to support Ms. Nisha Gupta in her pursuit of higher studies at (University name). I was her reporting manager for (summer/winter) internship at ABC Company and through our interactions recognize her as an assiduous individual with immense innate talent.

She is excellent in conceptualizing the ideas and is at her creative best while discussing it in detail with others. Participating in such discussions, she remains fully involved, utilizes her acquired knowledge smartly and strives to contribute towards deriving the best outcome possible. She is extremely particular about her work and time commitments and never fails to attend a meeting as scheduled or finish the tasks assigned within deadline. While performing her tasks, she is focused on executing them meticulously and acting responsibly on critical assignments would put extra efforts to run a quick quality check before sending the submission for final review. Having mentored her, I believe that she has the rich blend of creativity and temperament needed for an ever-evolving field such as architecture and was particularly impressed by her mature conduct as an intern.

I have supervised her on many projects and few of the notable projects she assisted me in include "Pind Babe Nank Da", Valmiki Museum, Vadnagar Archeological Museum, BR Ambedkar Museum, Museum of Prime Ministers (New Delhi), War Memorial (Ambala), Rashtragaan UI and MGMD UI. During her stint, not only was she willing to learn new concepts relevant to a particular project, but also displayed panache for integrating her knowledge into developing pragmatic solutions best suiting the requirements shared by the client. In group based activities, she was respectful in her interactions and exhibited the ability to actively listen to others, as well as put across her views and concerns politely. The ideas she pitched in were technically correct from architectural stand point and produced astounding results, especially when it came to designing galleries for the museums. Moreover, another intangible aspect that she handled exceedingly well in all the assignments was management of varied responsibilities and despite doing it concurrently at times she kept her calm without giving in to pressing situations.

In my opinion, the course that your university has to offer will help Nisha in attaining her full potential and would further be instrumental in her professional development. I therefore recommend her to university without any reservations.

Mr. Tarun Reddy
RM, Chief Design Officer
ABC Company