



Date : 27th Dec 2018

Dear Admissions Team,

I am Ayyappan Radhakrishnan, Director and COO, Xerve Innovations Pvt Ltd, Bengaluru. I am using this letter to recommend Ms.Damayantee Das for a place in the graduate program at your institution. I have had the pleasure to know and work with her for about 6 months while she interned as a content writer in my company.I have found her to be a self-starter who is motivated, ambitious, conscientious and independent.

As Damayantee's direct supervisor, I have seen her demonstrate strong critical and analytical thinking ability, and teamwork skills necessary to succeed in a start-up environment like ours. Though she came across as a bit shy during her initial internship period with us, she gradually improved to take up additional responsibilities within the vertical and was able to present creative ideas and communicate the benefits effectively. I admire her balance between independence and interdependence which I feel is imperative to graduate studies.

What I find most engaging in Damayantee's personality is her thirst for information and the ability to apply them in real life settings. She is always looking for new things to learn with an open-mind, improve upon them and implement them in her job. Outside the boundaries of what was expected of her, she showed initiative in taking up the mantle of helping with the on-page content creation. This speaks to her overall intellect and ability to learn, attributes that will serve her well in her graduate study. Furthermore, it also demonstrates her ability to adapt quickly to new and challenging environments.

In summary, Damayantee has demonstrated utmost honesty and integrity at work. Her combination of commitment, perseverance, openness to learning, affable helping attitude and strong work ethic will certainly make her a valuable member of any academic program. I believe she will be able to contribute to your program in a number of ways. I strongly recommend you to look favourably upon her application.

Sincerely,



Ayyappan Radhakrishnan
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