

COMPANY LOGO

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1 Sep 2020

Admission Office
University of XYZ
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City, Zip Code

To whom it may concern:

It is my pleasure to recommend Ms Hanako Yamada for admission to the MSt in Film Aesthetics at the University of XYZ. As a manager of the broadcasting department at ABC Co., Ltd., I have known her since she joined our company as a coordinator three years ago. She undertook the training necessary for the post and easily adapted to the new environment.

She has proven herself to be an enthusiastic and conscientious individual through her dedication to her duties in our satellite services for broadcasting programmes of ABC. Despite already having excellent English communication skills when she joined our department, she was nevertheless required to learn various technical terms in order to act as a liaison between ourselves and our British subsidiary technical team. This was necessary to maintain the services as well as our contract company that provides solutions for media and content management, transmission and distribution, etc. I was in a good position to evaluate her personality and capabilities and was particularly impressed by her accuracy and attention to detail in terms of ensuring nothing was left out of the information provided. She persisted in her efforts to acquire the skill to familiarise herself with the duties, including understanding the appropriate equipment to improve the services and also our customer service area, within a limited time.

The job can be tense; at times, she had to deal with unpredictable events such as dead air, along with regular monitoring and translation work to share the same information. In the course of her work, she kept up with the latest news feed from Japan regarding the earthquake and tsunami,

which appeared to be mentally very challenging to monitor all day long. However, she remained calm with other staff as she also understood the importance of delivering the news without any problems.

Her other tasks included dealing with daily correspondence, mainly by email, assisting with staff meetings, communicating with other members of the company, holding confidential records, using both manual and computerised accounting systems, assisting managers in preparing departmental budgets, ensuring deadlines were met for the completion of accounts, and correspondence with traders. Additionally, during this time she attended all of the in-house training courses designed to teach staff the PC operation skills necessary to use a wide range of computerised record systems. Ms Yamada possessed the maturity and discretion necessary to carry out the duties attached to the coordinator post in an efficient and responsible manner.

Ms Yamada shared with me that she is an admirer of the visual arts, along with her continued interest in philosophy, and I believe that her experience at your university will equip her with a breadth of knowledge that she would be unable to acquire in Japan. I hope that she will gain much from this opportunity to study abroad and partake in the MSt in Film Aesthetics through coursework and research, and that it will provide her with the chance to truly broaden her perspective and academic opportunities. I am confident that she will contribute positively to your university as an outstanding student, and I give her my full recommendation.

Should you require any additional information, please do not hesitate to contact me.

Yours faithfully,

T. Yamada

Taro Yamada
Manager
Broadcasting Department
ABC Co., Ltd.