Edward Espiritu

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April 11, 2022

Ms. Suzanne Templeton

Hiring Manager

XYZ Software Inc.

174 Third Street

West Renton, WA 98056

Dear Ms. Templeton,

Ingrid Adams, a candidate for the Software Engineer I position that is currently being searched by XYZ Software Inc., has asked me to write a letter of recommendation on her behalf, and it is with much enthusiasm that I do so.

For the last three months, Ms. Adams has performed an internship under my supervision in the Software Engineering department at ABC Software Solutions. An honors student at San Francisco State University, she has proven herself to be one of the most talented and innovative young software designers I have ever supervised.

Ingrid has been an indispensable part of our team during a performance-critical period when, short-handed, we faced a critical launch deadline for the 3.5 version of our QuickDesign software. Not only are her coding skills spot-on, but she also possesses the vision and analytical skills required to quickly assess programming options, forecast trouble spots, and resolve potential issues in formative stages. She was a key factor in our successful preparation for our on-time release of this software.

Ingrid’s command of object-oriented programming, Java, C#, C++, and SQL is superb. She is an excellent communicator both in English and in German, with the ability to make complex technical information understandable to lay audiences.

Given her technical expertise, attention to detail, and exemplary work ethic, I have no doubt that you will find Ingrid Adams to be an invaluable contributor to the software development team at XYZ Software Inc., and I highly recommend her for the position of Software Engineer I. Please contact me at the email or phone number listed here if there is any other information I can provide in support of her candidacy.

Sincerely,

*Signature* (hard copy letter)

Edward Espiritu, Software Engineer

ABC Software Solutions