

ACADEMIC ADVISING

EXAMPLE REFERENCE FOR EMPLOYMENT

6 March 2015

Mr P Williams
Major Construction Ltd
Windmill Road
Nottingham NG5 8DR

Dear Mr Williams

Reference for Daisy Wood

Thank you for your letter requesting a reference for Daisy Wood for the post of Marketing Assistant with your company.

Daisy was a student at this University from September 2010 to June 2014 when she graduated with a BSc (Hons) Marketing, 2.1. As part of her degree course, Daisy undertook a year's placement in London and I was her Placement Tutor during that year. I was also Daisy's Academic Advisor throughout her studies and taught her on the module International Marketing in her second year.

As a student, Daisy was reliable, handing work in on time and was always willing to contribute in class. She presented her final assignment in a team, in a very professional and clear manner with some excellent use of technological support for the presentation. The team achieved an A grade (first class) mark in the work undertaken for me and Daisy's individual work was equally good.

Daisy achieved high praise from her placement employers who recommended her for a commendation at the end of her placement. They commented "Daisy showed great maturity at work and was always willing to undertake complex and demanding tasks, in addition to her role". In her end of year placement presentation to me, she also shows a good ability to reflect on what she had achieved and areas for further improvement during her final year at University.

Whilst at University, Daisy has been Captain of the University's Tennis Club and has been Secretary of the Brookes International Dance Society. In these roles she has shown leadership abilities and a desire to contribute to the life of the University outside her studies.

I therefore believe that Daisy has a number of strengths she can offer in the role she has applied for. She is an excellent in a team, reliable, conscientious and has shown she can perform well in a work setting.

I would recommend Daisy to you with hesitation and, judging by her performance at Oxford Brookes, I am sure she will do well in your organisation.

Yours sincerely

John Wright BA, MA, PhD
Senior Lecturer