MODELO CARTA DE RECOMENDACIÓN PARA OPORTUNIDADES EN EL EXTERIOR inglés

[Your Name]

[Your Position]

[Company/Institution Name]

[Email] | [Phone Number] | [LinkedIn/Website (optional)]

[City, Country] | [Date]

To whom it may concern,

I am pleased to recommend [Applicant's Full Name], who worked as [His/Her/Their] [Position] at [Company/Institution Name] under my supervision from [Start Date] to [End Date].

[Applicant's First Name] stands out for [his/her/their] expertise in [Key Skill/Field], demonstrated through [specific achievement, e.g., "leading a team of X people" or "implementing a project that resulted in Y% improvement"]. [He/She/They] also excelled in [mention soft skills, e.g., "cross-cultural communication" or "problem-solving"], which was evident when [specific example].

I am confident [Applicant's First Name] will contribute significantly to [Recipient Organization/Country] due to [his/her/their] [mention 1–2 key traits]. For further details, feel free to contact me at [Your Email/Phone].

Sincerely,

[Your Full Name]

[Your Position]

[Company/Institution Name]