

Graduate Recommendation Letter

Dear Admission Committee of MSc Environmental Technology, Imperial College London

I am pleased to strongly recommend Mr. XXX to the admission committee of MSc Environmental Technology, Imperial College London. I am a group manager in strategy planning group, nuclear power plant division at TOSHIBA PLANT SYSTEMS & SERVICES Co. which provides integrated operations service ranging from planning and engineering to procurement, construction and field services of social infrastructure. I have worked with him for four and half years from April 2012 to September 2016 as his direct supervisor, so I am well qualified to make a proper evaluation on his managerial potential, professional analytical skill and personality. I had the pleasure of viewing his professional development, and I can state with confidence that he is a motivated and suitable person to your MSc program.

In order to describe his abilities and personality, I will explain about a main job he involved and how he accomplished a high achievement against the challenging tasks. We managers selected Mr. XXX as one of the main specialist of financial planning and management being in charge of reporting to a general manager. As one of the significant aspect of strategy planning and management, financial planning and management plays a huge role. To be honest, I was worried about his performance at first, because he is very young and, furthermore, past predecessors have over 20 year experiences in nuclear power plant business. In fact, in the all strategy plan meetings, all 30 participants except for him are fully experienced and in middle, senior and executive managerial positions. But despite his youth, he produced better outcomes than I expected. It was therefore no surprise that he was given the highest grade as a specialist in his third-year appraisal. In particular, I, as his direct supervisor, appraise highly following three points; excellent management skills, professional quantitative power, and personality, considerate and forceful.

First, as for his excellent management potential, he demonstrated the management skills especially a coordinating skill in the process of financial planning. The remarkable coordinating skill is required in this job because it possibly occurs conflict among departments about the financial target allocation. In order to mitigate the conflicts and create the most effective financial plan, he took the most suitable approach to the difficult task in the best way he could have. For instance, he always carefully paid attention to potential impacts and then prepared the materials being clarified the potential discussion points for each department to facilitate the meeting efficiently. Even under the widespread and complex situation, he identified properly the specialists and managers among the various departments such as designing, engineering, procurement, sales and human resources by understanding the workflow about not only his department but also other departments in our division. And then he communicated proactively them to deal with the challenging task. Owing to his careful preparation based on close communication with appropriate professionals for each part, his report and materials were always well designed to be worth of being utilized by decision making for general manager. Therefore, I evaluated highly him as the professional strategy planner. Also, his coordinating skill developed by the professional experience being worked with various professionals will great asset for him to tackle with energy issues being used multidisciplinary approaches.

Secondly, as his remarkable another strength point, namely professional quantitative power, I would like to introduce a project improving the efficiency of cash flow management which is one of the significant tasks for the specialist of financial strategy. The project was complex and unstructured for serving solution. Mr. XXX effectively utilized his quantitative skills in order to contribute for improving accuracy of estimating payment amount. To be specific, he collected and analyzed over one million payment data last 8 years and succeeded in managing payment content in accordance with more detailed classification by utilizing complex Excel functions such as Visual Basic for Applications (VBA) and as well as statistics skills. Based on the analysis result, he eventually established a new method to expect the new payment amount. The new method improved the accuracy by approximately 20% compared to the old method. He made the outstanding contribution by skillfully processing the data without sticking to existing ways. I am certain that he will continue to develop his quantitative ability because of his strong intellectual curiosity and diligence. Throughout his time at strategy planning group, he had sharpened the quantitative ability by not only working experiences but also self-study.

Finally, as mentioned above, Mr. XXX accomplished significant contribution in the challenging tasks, financial planning. These achievements are based on not only his abilities but also personalities. He is a valuable professional with both considerate and forceful. He often went to managers and listened to the detail and shares the issues each department confronts. The firm relationship with each department created by his close daily communication enabled him to conduct negotiation perseveringly even if the meeting did not progress. Even under the extremely high stress situation, he always could facilitate negotiation with well-chose humor and discussed positively and cooperatively with them so that he could create the persuasive reports and proposals with no easy compromise. In fact, most of the them who had worked with him strongly hoped to work with him again. Therefore, I can state with confidence from his personality that his cooperative and enduring attitude will have a positive impact on other students in the program.

Building on the existing depth of his management skill, quantitative analytical skills and personality, Mr. XXX has the ability and drive not only to be an excellent student but also to become a great policymaker specializes energy policy in the field of international development. He is equipped with both the talent and passion to succeed. It is a great loss for us that he will no longer be a part of our company, but it will be my even greater pleasure to see his development in a different field in which he is incredibly passionate about: energy issues in developing countries. I recommend him in the strongest and sincerest terms to the admission committee.

If I can be of any further assistance or provide you with any further information, please do not hesitate to contact me directly.

Yours sincerely,

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