

Business School Recommendation Letter

When a bank conducts investment business, authorities need to impose regulations for capital, liquidity, etc. and appropriate management systems are required. In addition, trust and banking companies have to fulfill the fiduciary duty. Like this, our company is under various constraints, and needs to coordinate a variety of things with relevant sections inside and outside our company. Accordingly, explanations about transactions need to be accurate and concise. Mr. XXX possesses advanced abilities to comprehend and process information, but the documents he produces sometimes become too informative to understand easily or too bald or lengthy to grasp points. I have recently entrusted him with the revise of the investment policy of RMBS in Australia, and his first report had a sufficient amount of information, but the abundance of information made it difficult to read and his descriptions were lengthy, degrading the understandability of his document. I always instruct him to produce a report by utilizing visual effects and writing sentences from the viewpoint of readers, so as to convey what he wants to say accurately in a short period of time, and he makes efforts to follow my instruction.

Since the performance of investment business depends on the freshness and accuracy of information, the information described by counterparties is sometimes fragmentary or vague. He can understand explicitly mentioned information, but sometimes fails to accurately grasp implications from keywords in talks. Then, I advised him to research the profiles of clients in advance to read between the lines and have a conversation while considering how to extract desirable information, and taught him that this is the true communication skill as an investor. Furthermore, he strives to meet my requests, which are challenging to young staff.

In order for Mr. XXX to become a senior, it is important to acquire the ability to express his opinions accurately and grasp the true intentions of the other party. This means the capability of not only explaining logic accurately, but also understanding the standpoints and interests of others, and giving persuasive explanations. To do so, he needs to interact with many people from different experiences and cultural back grounds and hone his English communication and discussion skills. In this light, I expect that the experience he would accumulate in the overseas MBA program will help him flourish at a higher level.

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