

Letter of Recommendation for Application to Business (MBA) School

Dear Admissions Officer,

I am delighted to have the chance to recommend Alexandra Fakename for entry to your postgraduate course. I worked with Alexandra from March 2011 to Feb. 2012, the time she worked at Oil Company as Finance Controller for the Eastern European region.

Alexandra was responsible for financial analysis, internal and external audits, verification of tenders, analysis of working capital, project evaluations, budget analysis, Eastern European KPI's, and financial justification for capital expenditure at Oil Company, and she worked closely with me. Alexandra oversaw the implementation of ERP system and managed the Regional Finance Center. She developed P + L reports for Eastern European offices and the Drilling Department of Fake Country. This required understanding of complex international financial reporting guidelines and successfully mapping International and Eastern European accounting systems. Alexandra also worked with our accountant, Famous Accounting Firm, in filing global corporate and Eastern European tax returns as well as performing internal and external audits including interviews, analysis of evidence and documentation. She demonstrated strong accounting expertise and familiarity with both International GAAP and US GAAP accounting standards.

Alexandra is highly organized and dedicated to serving business interests. She met rigorous deadlines and found and resolved issues in our financial system. She demonstrated strong communication skills in relating financial reporting standards to staff. She is very responsible and professional, and her ambition was evident in her ideas and performance. Alexandra demonstrated a great interest and dedication to the field of accounting and finance, and I expect her to have a bright future in the field.

Alexandra also has strong leadership skills. At Oil Company, Alexandra successful managed a total of 6 employees including 3 business analysts at the Kiev Office and 3 management accountants at the regional offices. She invested time in developing and mentoring her subordinates making them worthy of promotion and building a strong team.

Alexandra was valuable member of the Oil Company team, I am delighted to hear that she is pursuing an advanced degree at your institution. She will undoubtedly continue to progress and excel, and her natural drive and enthusiasm for the accounting and finance field can be given full expression in your program. I recommend her to your program without reservation. If you have any questions or concerns, please feel free to contact me.

Sincerely,

Helen King  
Regional Finance Center Manager  
Oil Company