

RECOMMENDATION LETTER

24 AUGUST 2023

Recipient's Name
Recipient's Title
Company Name
City, State, Zip

Dear Recipient's Name,

I am writing to recommend Ashley Clarkson for the position of Junior Civil Engineer at Kier Group plc. As the former supervisor of Ashley at our civil engineering company, I have had the pleasure of working closely with her for the past two years.

During her time at our company, Ashley has made significant contributions to various civil engineering projects. For example, on a bridge construction project, Ashley's calculations and analysis helped reduce material costs by 15%, resulting in savings of over \$50,000 for our client. Additionally, Ashley's keen attention to detail and problem-solving skills allowed her to identify and resolve a design flaw on a wastewater treatment plant project, which prevented potential delays and additional costs.

Ashley's exceptional technical skills are complemented by her strong communication and leadership abilities. As a team leader on several projects, Ashley effectively managed and motivated team members to ensure project milestones were met on time and within budget. Her excellent communication skills also allowed her to liaise effectively with clients and other stakeholders, resulting in positive feedback and repeat business.

I am confident that Ashley's skills and experiences make her an excellent candidate for the Junior Civil Engineer position at Kier Group plc. She has consistently demonstrated exceptional technical expertise, leadership, and communication skills. I highly recommend her for this position and believe that she will be a valuable asset to your team.

Please do not hesitate to contact me if you require further information.

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Jiyuan Zhang



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