[Your Name]
[Your Title/Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Position]
[Recipient Company/Organization]
[Recipient Address]
[City, State, Zip Code]
Dear [Recipient Name],
I am writing to strongly recommend [Applicant Name] for the CGI application position at [Company/Organization Name]. I have had the pleasure of working with [Applicant Name] for [duration] at [Your Company/Organization], where they served as [Applicant's Position].
During this time, [Applicant Name] demonstrated exceptional skills in [specific skills related to CGI applications, e.g., programming, 3D modeling, animation], which significantly contributed to our projects. Their ability to [specific achievement or project] showcased their creativity and technical expertise.
[Include specific examples of projects, responsibilities, or accomplishments related to CGI.]
Moreover, [Applicant Name] is a team player, consistently collaborating effectively with colleagues and contributing to a positive work environment. Their dedication to [self-improvement, deadlines, quality of work] further sets them apart from their peers.
I am confident that [Applicant Name] will bring the same level of excellence and dedication to the CGI application role at [Company/Organization Name]. They have my highest recommendation, and I am excited to see the impact they will make as part of your team.
If you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].
Sincerely,
[Your Name]
[Your Title/Position]