经理推荐信

**英文经理推荐信范文：**

xxx (China) Electronics Co., Ltd.   
Dear Sir or Madam,  
 I think it is a great pleasure to recommend my colleague, Miss xx, to further her study at your esteemed university.  
 To some extent, I think no one knows Miss x much better than me about her work ability. I got to know her from the first day she joined xxx, and it was I who interviewed her when I was the plant manager. During the interview, I had noticed that she was different from the other candidates. To my delight, my judgment was right, the longer I work with her, and the more merits I can find in her.   
What she impresses me most is her quick adaptability. Before joining xxx, she had little Quality related work experience. But in a short time, she got familiar with her job and became a core member of quality team. Of course, this was inseparable from her efforts. I found she always took manuals to learn at her leisure time.  
 I also find Miss Fang is an intelligent and diligent young lady.I was really amazed by her ability when at the end of last year, there was a new program-EuroIII project, which would be launched soon, however, there were still a lot of materials needed translating between English and Chinese.

Not a professional translator as she is, besides, there were many specialized words beyond her knowledge, Miss x created a miracle ,her final translation were so perfect that you can hardly believe they were translated by a layperson. Out of curiosity, I asked her the way how she made it, she told me every time once she met a unfamiliar professional word, she did not translate it only by its superficial meaning but searching  many related knowledge on the internet and to try to understand the real meaning and then gave the pellucid translation. So I can put my heart down when assigning some tasks to her.  
   In short, I think Miss x is a very promising young lady who will also perform well in her future study. To be honest, I really want her to work here for a longer time, but I know she has made up her mind to go abroad to further her study. Therefore, I will give her my strong support to realize her desire to enter your university for her graduate studies. I will appreciate your kind consideration of her application and the financial aid.  
 Yours Sincerely  
xx  
Program Manager of ACES, xxx  
Email:xxxxxxxxx