

1. To whom it may concern. / Dear Professor Brown,
2. I have known the applicant for 3 years in my capacity as head of the laboratory and as his Ph.D thesis advisor.
3. She joined our group in 200-. During this period, she has been involved in Artificial Intelligence and successfully completed her Ph.D.
4. I am pleased to recommend Mr Dupond's application for a position as a postdoctoral fellow.
5. We have greatly appreciated his consciencious and sociable personality.
6. His/her work performance has been of the highest standards and his/her excellent communication skills, both in French and English, have enabled him/her to present his/her results at various seminars and international conferences.
7. He has shown himself to be / He has proved to be a very hard-working researcher who has always been ready to take on responsibilities in the lab.
8. She demonstrated excellent qualities of adaptation and perseverance, good team interaction skills and a methodical approach to problems.
9. I would rank him as among the top third of my graduate students.
10. This position will enable him/her to acquire industrial experience and to extend his/her knowledge in the field of neural networks.
11. I am confident that he/she will make a valuable contribution to the team effort.  
★

*< Phrases types - Lettres neutres ou critiques >*

1. I hereby certify that Mr Durand has carried out his M.Sc internship in our lab from June till September 200-.
2. Mr Durand has a tendency to pay too much attention to details, which unfortunately leads him to forget about priorities and to underestimate future obstacles.
3. We could however regret a lack of interest due partly to his inability to adapt and socialise.
4. During the last months, the quality of her work suffered considerably (slightly) because of ill health / family problems / lack of motivation. ★

**< Additional vocabulary >**

- ☺ He / she showed / demonstrated: ...
- ☺ We highly appreciated his/her ...

creative thinking, creativity  
good analytical ability  
positive mind  
his/her initiative  
good interpersonal skills  
excellent communication skills  
sociable and pleasant personality

☺ He / she proved to be / turned out to be:

methodical  
co-operative  
helpful  
hard-working  
dynamic  
conscientious  
resourceful

creative  
meticulous  
flexible  
competent  
persevering  
outstanding  
reliable

☺ He/she tackled the project with a lot of tenacity.  
He/she was able to work independently.  
He/she took initiatives.  
He/she always met deadlines.  
He/she accepted responsibilities.  
He/she worked well under pressure.

☹ We could however regret some:

limited ability in ...  
lack of experience  
lack of initiative  
lack of motivation  
unsatisfactory performance  
poor sociability  
difficulty to adapt  
some lack of aggression also perceptible in his/her work

☹ He/she was somewhat withdrawn.  
It is advantageous to monitor his/her work.