

Letter of Reference

아래의 사람이 한국국제교류재단의 KF Salzburg Global Seminar International Internship 프로그램에 지원코자 귀하께 추천서 작성을 요청합니다. 지원자와 귀하의 관계를 알려주시고, 첨가 신청 분야에서의 신청자의 수행 역량을 평가하여 주십시오. 추천서는 **영문으로 작성**되어야 합니다.

The subject individual intends to apply for the Korea Foundation Salzburg Global Seminar International Internship. The applicant would like you to write a letter of reference on his/her behalf. Please assess the applicant's ability to effectively conduct his/her proposed project, and describe the relationship between you and the applicant in the relevant field. Your letter **must be written in English**.

1. Reference Information

Applicant	Name	정준영
	Affiliation	Soonchunhyang University
Recommender	Name	Alison Maxwell
	Affiliation	Soonchunhyang University
	Position	Professor
	Specialization	Business English
	Telephone	010-3832-2905
	E-mail	alisonmaxwell29@gmail.com

2. Requested Information

Please include your candid opinion about the following in your letter of reference for the applicant.

- ✓ How long, how well, and in what capacity you have known the applicant
- ✓ Evaluation of the significance, scope, and feasibility of the applicant's project
- ✓ Applicant's ability to complete the project, including methodological training, command of necessary perspectives and literature

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To whom it may concern,

정준영 was a member of my Business English Conversation class, as part of Soonchunhyang's Global Business school, from September – December 2014.

준영 was also a member of one of my extra-curricular classes, 'Soap Opera English', during the same period.

Throughout the time I have known 준영 I have found him to be diligent, co-operative and extremely good natured. He participated actively in all aspects of my class which included presentations, written assignments, group assignments and interviews. His command of English is excellent and so he had no problems communicating in the class. I have noticed that 준영 works well as part of a group and is very willing to help his fellow students even when not specifically directed to do so. This is a trait that I have noticed few Korean students having during my time working here. Due to his hard work 준영 achieved an A+ grade in my class.

I would have no problem recommending 준영 for the Korea Foundation Salzburg Global Seminar International Internship. If given the opportunity I know that 준영 will complete all of the tasks given to him above and beyond the standard expected of him.

If you have any other questions please don't hesitate to contact me.

Signature

 Alison Maxwell

Date

19th February 2015

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