

Sample phrases – work references

Assessment of performance (skills and capabilities):

- *Ms/Mr XXX has consistently shown top performance in her/his position due to her/his well grounded professional knowledge and excellent foreign language and IT skills.*
- *Ms/Mr XXX has at all times discharged her/his assigned tasks to our utmost satisfaction.*
- *Even under generally tight deadline pressure she/he discharged all of her/his assignments punctually and correctly thanks to her/his endurance and good ability to concentrate.*
- *Ms/Mr XXX carried out all assignments with considerable eagerness and consistently achieved the targets set with considerable personal effort.*
- *She/he coped with the requirements of her/his position very well even under heavy work stress.*
- *Due to her/his good professional knowledge she/he achieved above-average results in her/his work.*
- *Her/his style of working was characterised by efficiency and diligence.*
- *Her/his work results were also always of good quality.*
- *In summary, we can say that Ms/Mr XXX has at all times shown herself/himself to be an extremely reliable and loyal employee with a high sense of responsibility and great willingness to apply herself/himself and has always accomplished all work to our utmost satisfaction.*
- *.... thanks to her/his quick grasp she/he has been widely deployable.*
- *Thanks to her/his interest and her/his quick grasp she/he has always been able to adapt to new work duties.*
- *She/he always worked circumspectly, carefully and rationally.*
- *.... achieved outstanding work results.*
- *Ms/Mr XXX is in a position to immediately and accurately grasp even difficult situations and to find the correct solutions quickly.*
- *Ms/Mr XXX identified with her/his tasks and with TU Wien and worked with great commitment and initiative.*
- *Even under unusual stress she/he always had the situation under control.*
- *Ms/Mr XXX is highly conscious of her/his duties and always discharged her work precisely and accurately. Ms/Mr XXX completed her/his assigned tasks to our utmost satisfaction.*
- *We have come to know her/him as a loyal employee with a high sense of duty and great willingness to apply herself/himself.*
- *XXX is a highly motivated employee and at all times ready to take on extra duties. In doing so, she/he demonstrates a good and quick grasp of the assignment.*
- *Her/his personal comportment was at all times exemplary. / above reproach.*
- *Worth stressing are her/his eagerness to apply herself/himself, her/his well grounded knowledge and her/his social skills.*
- *XXX is an extremely flexible employee with high endurance.*
- *XXX was reliable in the extreme.*
- *XXX showed unusual commitment.*
- *... greatest possible willingness to work, contributes with her/his constructive proposals to the positive development of her/his work assignments.*

Assessment of social interaction skills:

- *Thanks to her/his friendly nature and her/his team-oriented attitude she/he was particularly appreciated by her/his supervisors and co-workers.*

- *Ms/Mr XXX highly was appreciated thanks to her/his willingness to help and her/his team-oriented attitude as well as due to her/his friendly and correct behaviour in relation to supervisors and co-workers.*
- *She/he is appreciated equally by supervisors, co-workers and customers as a friendly, conscientious and helpful co-worker. She/he has a reputation as a competent interlocutor.*
- *Thanks to her/his cooperative and team-oriented nature, she/he is appreciated by supervisors and co-workers.*
- *Both when dealing with our customers as well as with her/his supervisors and co-workers her/his comportment was always exemplary.*

Closing sentence:

- *Employment is being ended by mutual agreement.*
- *We thank Ms/Mr XXX for conscientious and purposeful cooperation and wish her/him success and all the best in her/his further career.*
- *We thank her/him for her/his consistently good performance and very much regret her/his leaving. For her/his professional career and in her/his personal life we wish her/him all the best and continued success.*