

Brno, April 1<sup>st</sup>, 2019

## Recommendation letter for Ms Anna Rybničková

To whom it may concern:

Anna has been working as an administrative assistant at our Centre for International Cooperation, Masaryk University since October 2018. I had the pleasure of working with her on one of our Erasmus+ KA2 CBHE projects, TACTIC, where she proved herself from the very beginning as a reliable and hard-working person.

During this period, I was continuously impressed by her punctuality and ability to work under time pressure in order to provide support needed for the project: collecting and checking documents, cooperating with partners on the administrative agenda, making sure everything is in order and that we never lose exact overview of the current situation. Her dedication to her responsibilities showed most when the project was reaching its end and our office was preparing for an audit. As a true team-player, she was willing to help even above the framework of her working hours, supporting us almost any time it was needed. I am sure that without her help the audit outcome would definitely not be as favourable as it was.

While Anna's professional skills made a great contribution to our Centre's functioning, she was also a great part of a team which she became almost immediately after recruitment. Naturally optimistic, engaging and easy to get along with, Anna was a joy to have in office.

With everything above said, I believe Anna has a great amount of potential and would be an outstanding addition to your staff. If you wish to speak further about my experience working with Anna, please do not hesitate to contact me.

Sincerely,



**Mai Hoa Nguyenová**  
Program Manager

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