

[Your Full Name]
[Your Rank/Title]
[Military Unit/Organization]
[Phone Number]
[Email Address]

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]

Subject: Recommendation for [Candidate Full Name]

Dear [Hiring Manager Name],

It is my pleasure to recommend [Candidate Full Name] for the position of Talent Acquisition Specialist at [Company Name]. Having served as [Candidate's Name]'s [Supervisor/Commander] during their tenure in the [Branch of Service] from [Start Date] to [End Date], I have witnessed firsthand their exceptional ability to identify, evaluate, and place personnel in critical roles.

During their military service, [Candidate's Name] functioned in a capacity equivalent to a high-volume recruiter and HR generalist. They were responsible for [mention specific duty, e.g., managing the intake of 200+ personnel or vetting candidates for specialized technical units]. Their role required a high degree of emotional intelligence, strict adherence to compliance standards, and the ability to meet rigorous "mission-critical" deadlines.

Key strengths [Candidate's Name] will bring to your talent acquisition team include:

- **Strategic Sourcing:** Proven ability to find qualified candidates in high-pressure environments with limited resources.
- **Candidate Assessment:** Expert at interpreting complex backgrounds and technical skills to ensure a perfect fit for specific operational needs.
- **Adaptability:** A remarkable capacity to pivot strategies quickly based on changing organizational requirements.
- **Communication:** The ability to interface professionally with individuals ranging from entry-level recruits to high-ranking executive leadership.

[Candidate's Name] possesses a discipline and work ethic that is rare in the civilian sector. They understand that talent acquisition is not just about filling seats, but about building the strength and culture of an organization. I am confident they will be an immediate asset to [Company Name].

Please feel free to contact me if you require further information regarding [Candidate's Name]'s qualifications and military service record.

Sincerely,

[Signature]

[Your Printed Name]