

## Organization Letterhead

CERN, IT Department  
Attn Mr. Alberto Pace  
1211 Geneva 23  
Switzerland

City, date

**Subject: Reference Letter for [name of applicant]**

To Alberto Pace, CERN School of Computing director,

I have personally known [Ms./Mr. applicant's name] for [xxx months /years] in my role as [supervisor's role in your organization]. [Ms./Mr. applicant's name] has been working since [date] as [applicant's role in your organization]. The main tasks assigned to [applicant's name] have been [description].

In her/his work, [applicant's name] has successfully [example of notable achievement(s)]. She/he has shown [example of notable skills, quality, ...].

I am sure that [applicant's name] would greatly benefit from attending the **Thematic** CERN School of Computing, and I hereby strongly support her/his application.

Yours sincerely

[Supervisor's signature]  
[Supervisor's name]  
[Supervisor's position]

[Supervisor's email address]  
[Supervisor's postal address]