

[Your Name]
[Your Job Title]
[Your Company]
[Your Email]
[Your Phone Number]

[Date]

[Recipient Name]
[Recipient Job Title]
[Recipient Company]
[Recipient Address]

Subject: Systems Engineering Skills Reference for [Candidate Name]

Dear [Recipient Name],

I am writing to formally recommend [Candidate Name] for a position as a Systems Engineer. During their tenure at [Company Name] from [Start Date] to [End Date], I served as [Candidate Name]'s [Manager/Supervisor/Colleague] and witnessed their technical proficiency firsthand.

[Candidate Name] demonstrated exceptional mastery of the systems engineering lifecycle, including requirements analysis, system architecture design, and integration testing. They were instrumental in the development of [Specific Project Name], where they successfully managed complex interfaces and ensured full compliance with technical specifications.

Key technical skills observed include:

- Proficiency in MBSE (Model-Based Systems Engineering) tools such as [Tools used, e.g., Cameo, MagicDraw].
- Strong understanding of [Specific Standards, e.g., ISO/IEC 15288].
- Expertise in Risk Management and Configuration Management processes.
- Advanced capabilities in system validation and verification (V&V).

Beyond their technical skills, [Candidate Name] possesses the analytical mindset required to solve cross-functional problems. They excel at communicating technical concepts to stakeholders and collaborating with hardware, software, and test engineering teams.

I highly recommend [Candidate Name] for any role requiring a disciplined and skilled systems engineer. Please feel free to contact me if you require further information regarding their experience or qualifications.

Sincerely,

[Your Signature]

[Your Printed Name]