Your Name   
Your Address   
Your City, State, Zip Code   
Your Phone Number   
Your Email Address

Date

To Whom It May Concern

I have known Carol Jackson for the 7 years that her father has been my business partner. I have spent many hours in her company and have come to know Carol's several fine qualities.

Carol is an enthusiastic and helpful individual who displays a strong moral character. Her involvement in the local community provides an excellent example of her commitment and dedication. I have enjoyed interesting conversations with Carol where her strong communication skills and attention to other people and current events were clearly evident.

Carol has helped out in our office reception on occasion and her courteous and professional manner never failed to impress. She proved to be both willing and competent in this role. Her polite efficiency was commented on by a number of our colleagues.

It is with confidence that I recommend Carol for employment. I have no doubt that she will prove an asset to any organization. If you have any questions please do not hesitate to contact me.

Sincerely

John Dobbs