Mary Smith

123 Main Street, Anytown, CA 12345 · 555-555-5555 · mary.smith@email.com

September 1, 2018

Andre Lewis

City Manager

Town of Smithtown

123 Business Rd.

Business City, NY 54321

Dear Ms. Lewis:

I am writing to recommend Ariel Jones for a position with the Town of Smithtown. I have known Ariel since she was a child, and she is a highly qualified candidate for a position in town government. She has lived in Smithtown for most of her life, and she is deeply involved in her local community, her church, and her children's schools.

Ariel has shown her commitment to the town as a Member of the Board of Appeals and as an active participant in many community endeavors, including the annual fund drive for the Downtown Shelter for the Homeless, Meals on Wheels, and our public library’s bi-annual book sale.

Ariel would be a tremendous asset to the town and I recommend her to you without reservation. If you have any questions, please do not hesitate to contact me.

Sincerely,

Mary Smith

Michael Smith

123 Main Street, Anytown, CA 12345 · 555-555-5555 · michael.smith@email.com

September 1, 2018

Jessica Jones

Sales Manager

Acme Sales

123 Business Rd.

Business City, NY 54321

Dear Mr. Jones:

I'm writing this reference in support of Jason Craden. Jason was my college roommate, and we have been friends for the past ten years. If you are looking for a smart, talented, and diligent candidate, Jason is the perfect match.

As a student, Jason was always engaged in classes — he studied not just to get good grades, but also out of a desire to truly understand the material. It was no surprise when he displayed similar characteristics once he joined the world of work. As a friend, Jason is supportive and caring. When my father passed away shortly after our graduation, Jason was one of the first people I told. Not only did he fly out to be with me during this difficult time, but he also absorbed the burden of communicating the news to our other college friends. Jason has a knack for building and maintaining strong, enduring friendships.

These relationship-building skills would enable him to excel as a salesman for Acme Sales.

Jason would be an asset to any company, and I wholeheartedly recommend him. Please do not hesitate to be in touch if you have any further questions.

Sincerely,

Michael Smith