**[Sender Name]**

[Sender Title]

|  |  |  |
| --- | --- | --- |
| [Email] | [Phone] | [Address] |

**To**

**[Receiver Name]**

[Receiver Title]

[Address]

[Email]

[Date]

**To whom it may concern,**

It's my pleasure to recommend Hanna Page for the project manager position at the Redwood Consulting Firm. She established a commitment to excellence on the first day of the job and oversaw many successful company projects from the development stage to completion. I believe her skills, commitment, experience and personal values make her a highly talented candidate for the project manager position. My name is John Alderson, and I am a general manager at Low Tide Construction. After working in construction management for over 10 years, I have collaborated with a variety of project managers, including Hanna. She applied her willingness to learn and strong work ethic throughout her time with Low Tide Construction, making her one of the most effective project managers I've worked with over the last 10 years.

While Hanna worked as a project manager at Low Tide Construction, she demonstrated strong organizational skills and communication skills by ensuring every member of the team clearly understood their role in the project and what tasks to complete. She also developed an efficient system to track which tasks her team had completed, established weekly progress reports and designed visual aids to help her team identify project stages. Her organizational skills may be very impressive, but I believe Hanna's interpersonal skills made her an amazing addition to the Low Tide Construction team. Hanna's ability to empathize with coworkers and use their perspectives to make the best decisions for projects on behalf of the company helped streamline project completion, leading to a 10% increase in workplace productivity.

I'm confident that Hanna would be a great fit for Redwood Consulting Firm. She can offer the skills you're looking for in a project manager, and she also has the potential to become a valuable asset to your project management team due to her experience here at Low Tide Construction. If you'd like more information, I'd be happy to expand on my experiences working with Hanna. Please feel free to contact me at jalderson@email.com or (855) 555-0000.

Thank you so much for your time.

Sincerely,

John Alderson

General Manager

Low Tide Construction