### RECOMMENDATION LETTER SAMPLE OF REMOTE CONTENT WRITER JOB

Roberta Moor  
Director of Marketing  
Acetract  
55 Market St.  
Anywhere, USA

Dear Ms. Moor,

I’m writing to wholeheartedly recommend David Sanchez for the role of content writer with Acetract. As the director of marketing for Insta book snap, I hired David when he was fresh out of college with his degree in English and communications.

David has grown tremendously over the years and has become one of the most valuable and prolific writers on our team. Although we’ll all be sad to see him go, I understand his to desire to work in a remote role, an arrangement our company unfortunately cannot offer him at this time.

David is a talented wordsmith, researcher, and editor who has a way with words. He’s extremely skilled at naturally incorporating keywords throughout his articles and has an intuitive sense of how to write SEO-optimized articles that rank well in organic search.

In fact, his article on XYZ is consistently the highest driver of traffic to our site with more than 5,000 unique visitors per day. Along with SEO-optimized articles, David is skilled at pitching original ideas, reporting on news, and interviewing sources to add original commentary to his pieces.

He’s also been a tremendous contributor to our team internally, crafting process documents to help our team run more smoothly and leading trainings in our weekly meetings. In the past month, David created a training document on best practices for competitor analysis for new writers, as well as led a training on the subject. These training documents will be an excellent addition to our onboarding guide for new team members.

David is extremely accountable to deadlines and skilled at working independently, while at the same time is proactive about contributing to the team and collaborating with his colleagues. Because he’s so accountable and communicative, I have no doubt that David will excel in a remote role with a distributed team.

As I’m sure you can tell from David’s portfolio, the quality of his writing speaks for itself. As his manager for four years, I can attest that David is an impressive, reliable, consistent, and creative employee who supports his colleagues, takes initiative, and is an absolute pleasure to work with.

Please feel free to contact me at 555-525-5252 or bob.mcintire@gmail.com for any more information.

Best regards,

Bob McIntire  
Director of Marketing  
Insta book snap