Jane Smith

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July 21, 2020

Hiring Manager

ACME Insurance  
123 Business Rd.   
Business City, NY 54321

To Whom It May Concern:

I would like to recommend Sharon Doe as a candidate for a position with your organization. In her position as Staff Assistant, Sharon was employed in our office from 2015 - 2020. Sharon did an excellent job in this position and was an asset to our organization during her tenure with the office. She has excellent written and verbal communication skills, is extremely organized, can work independently, and is able to follow through to ensure that the job gets done.

During her tenure with our company, Sharon was responsible for supervising the department office assistants. These assistants, under Sharon's management, were responsible for many of the office's basic administrative and clerical functions.

Sharon effectively scheduled and managed several assistants to maintain efficient office operations.

She developed a training program for these assistants that led them to become well versed in office operations in half the time they used to.

Sharon was always willing to offer her assistance and had an excellent rapport with the many constituents served by our office, including clients, employers, and other professional organizations. Her ability to effectively communicate with all these people via email, on the phone, and in-person made her such an asset to our office.

She would add value to any company, and I recommend her for any endeavor she chooses to pursue. Please let me know if you have any other questions.

Yours truly,

Jane Smith