To Whom it May Concern:

I would like to recommend Muriel McKensie as a candidate for a position with your organization. In her position as Administrative Assistant, Muriel was employed in our office from 2016 - 2021. Throughout her time with our organization, she demonstrated critical skills that would make her an excellent employee at your company.

Muriel did a terrific job in her 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 effectively multi-task to ensure that all projects are completed in a timely manner.

Because of her effectiveness, I even gave her additional responsibilities, including developing a training program for our interns. Muriel went above and beyond in that assignment, as she does in all tasks.

Muriel 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. This would be particularly valuable for your company, as you state you are looking for a candidate who can effectively communicate with people across departments.

She would be an asset to any employer, and I wholeheartedly recommend her for any endeavor she chooses to pursue. Please let me know if you have any questions.

Sincerely,

Signature (hard copy letter)

 Carrie Jones
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