**LETTER FOR RECOMMENDATION**

**[Date]**

shop Company,

2598 Dakota Street, Virginia.

P.O BOX 219 6494

Dear Joel Bieber,

It is my pleasure to honor and recommend Suzanne Miguel for the Human Resource Assistant position.

I am Roseline Rahma, director at Unilever, Dodoma branch, where I worked with Suzanne as an intern for two years, where she uniquely stood out. During this period, Suzanne used her great talents, skills, and experience to carry out her assigned tasks to deliver spectacular results. I am confident that Suzanne’s professional experience, personal skills, and abilities will be a valuable asset at ShopIt Company. Within this period, her understanding and ability to carry out administrative tasks such as bookkeeping, customer service skills outgrew her among her peers.

As an intern, Suzanne demonstrated excellent communication skills, both verbal and non-verbal, she was organized, completed her tasks without the need to be asked through multi-tasking and creative thinking skills, above all Suzanne is flexible and can adapt to change in technology.

Suzanne’s traits always made her among the best interns at the company. During busy seasons and having special projects done, she initiated a problem-solving skill of team building to achieve positive results.

Suzanne has a strong recommendation for this position. I am sure that she will be a powerful asset to your organization.

Regards,

Roseline Rahma.