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**EMPLOYEE RECOMMENDATION LETTER**

[Date]

Dennis McComber

Editor

Tampa Sunshine Times

34 Water St.

Tampa, FL 33597

Dear Mr. McComber,

I'm pleased to recommend Harper O'Brien for the position of copy editor at the Tampa Sunshine Times. As her former editor at Ocean Living Magazine, I've worked closely with Harper for the past three years and can attest to her superior writing, editing and problem-solving skills.

Harper began freelancing for us right out of college, and she immediately impressed me with an initiative expanding beyond her assignments. She asked to attend monthly brainstorming meetings, where she brought at least three well-researched story ideas each time. Harper cultivated sources and initiated two new recurring feature columns. I'm confident she's more than prepared to bring that same passion and drive to your newsroom.

We came to rely on Harper's sharp editorial eye so much that we created space in our budget to hire her part time for copyediting our final proofs. She's versed in AP style and an excellent researcher who doesn't hesitate to pick up a phone to verify information from the source directly. Your copy is about to be thoroughly fact-checked and error-proofed with her in charge.

Harper is the kind of professional who remembers birthdays, plans celebrations and makes the workplace a warm and inviting place. An excellent team worker, she edits writers gently but tactfully without sacrificing quality. She mentored a student through an internship with us, and under her guidance, the student developed a series of stories that went on to win third place in a state competition.

I'm positive Harper's ready to take on the role of full-time copy editor, and she can be an asset to your publication. Please feel free to contact me if you have any additional questions.

Sincerely,

Harriet Beth Wheeler

Editor-in-chief

173 Ocean Drive

Bradenton Beach, FL 39873