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| **[Sender Name]** | [Email] |
| [Sender Title] | [Address] |
|  | [Phone] |

[Date]

Pat Smith

ABC, Inc.

5437 Seventh Ave.

New York, NY 11101

Dear Ms. Smith,

I am writing in reference to Armando Harmon. We have been neighbors for the past three years, and I have always known him to be an ambitious and highly motivated person. I believe that his self-starting tendencies and strong vision make him an ideal candidate for the Account Coordinator position at ABC, Inc.

When I met Armando, he had just graduated from New York University and was planning to pursue a Master of Business Administration. We initially connected at a community event, and I could immediately see that he is a driven individual with substantial potential. Over the years, we have volunteered for several neighborhood initiatives, which allowed me to see his leadership and teamwork skills firsthand. He recently led a community fundraiser, which involved coordinating a project plan, managing a team of 10 people and generating record-breaking contributions.

In the past three years, Armando has also obtained his MBA, completed a professional certification and earned a year of work experience at Lawson Financial. During his time at Lawson, he has progressed from an intern to a junior associate role. His business acumen, strong self-motivation and leadership capabilities make him highly qualified for the Account Coordinator role at ABC, Inc. Given his experience, qualifications and constant improvement, I believe he will be a top performer at your company.

Please let me know if you have any further questions about Armando’s qualifications as I would be glad to provide more insight. I can be reached by phone at 432-216-9946 or email at hannah.lee@email.com.

Best regards,

Hannah Lee

1573 Strauss Blvd.

New York, NY 11101