



**To Whom It May Concern,**

I am pleased to write this letter of recommendation for Alex Pekala, who served as an Administrative Assistant at our company. During his time with us, Alex consistently demonstrated professionalism, attention to detail, and a strong work ethic.

Alex was responsible for intaking a wide range of jobs and creating work orders for production, including work for some of our largest clients. He ensured that all related spreadsheets and records were kept accurate and up to date. His organizational skills are top-notch, and he brought a clear structure to the workflow that benefited the entire team.

One of Alex's standout qualities is his reliability—he was always punctual, dependable, and willing to help others. Whether assisting colleagues or taking on new tasks, he approached everything with a positive attitude and eagerness to learn. His adaptability and desire to master new procedures were invaluable to our team's efficiency and success.

In addition to being highly organized and detail-oriented, Alex is an excellent note-taker who takes the initiative to fully understand his responsibilities. These qualities, combined with his interpersonal skills and natural sense of accountability, position him well for a career in project management.

I believe Alex will excel in a project management role, and I have no doubt he will bring the same level of dedication and competence to any organization he joins. Please feel free to contact me if you need any additional information.

Sincerely,  
*Angela Alli*  
Office Manager  
Preferred Direct  
(757) 738-2770