B L Furkidds

Safest Solutions Group

Street Address

City, County

PostCode

Date

Recipient Name

Title

Company Name

City, County

PostCode

Dear Recipient Name

**REFERENCE LETTER : EMPLOYEE NAME**

Job Description

Safest Solutions Group employed as a veterinary nurse during 2018. During the year of employ she managed the front office, the delivery of our monthly workshops, our internal newsletter to clients and assisted me during consultations. Employee Name decided to explore her career and spend a number of years at different veterinary groups worldwide.

Managing and IT Skills

is an intelligent and very motivated individual with a definite love for her furpets. She is more than capable of managing all administrative duties independently and also managed two other interns who joined our surgery for six months.

Workshop Delivery

Her delivery skills as a workshop coordinator are superior and she has excellent command of the English language with an added bonus of a little conversational Italian and Spanish. She is an intelligent and motivated individual.

The Weekly News

She produced a high-quality newsletter every two weeks and never missed a single deadline. Employee Name’s computational skills are top class with knowledge of all veterinary software and can adapt to any version updates. Her knowledge of Excel, Word, and PowerPoint is at an advanced level and she also managed her Outlook calendar, tasks and contact information with meticulousness.

Recommendation

I would not hesitate to recommend Employee Name for any role that she applies for and would urge any veterinary practice or group to give her the opportunity to grow even further to reach her goal as a leader in her chosen field of expertise. I sincerely hope that she returns to us one day as I envisage a great future ahead.

Should you require any additional information about Employee Name, please contact me directly using the contact information below.

Sincerely,

B L Furkidds

Owner : Safest Solutions Group

PHONE:

678-555-0103

WEBSITE:

ssg.co.il

EMAIL:

ssg@furkids.co.il