

To Whom It May Concern

I am writing to recommend Anna Koloberdina for the position of administrative assistant/receptionist at your company. As an executive Anna provided the company with the most efficient and reliable administrative help. She was consummately organized, friendly and prepared, and she really ensured that things flowed and progressed smoothly at the office.

She was tasked with everything from setting schedules and appointments to handling correspondence and managing inventory. She was very professional and efficient in conducting correspondence.

Besides this, Anna can efficiently multitask and expert in handling a high-volume workload during busy hours. She is competent at working collaboratively during busy work hours. Demonstrated ability to efficiently respond to telephonic and personal inquiries. Competent at sorting and filing documents in keeping with established procedures.

I have a firm belief that Anna will be a positive addition to your team.

Best Regards
Stanislav Ivanenko
Head of HR

A blue circular stamp with the text "SPOTWARE SYSTEMS LTD." around the perimeter and a small asterisk at the bottom. Overlaid on the stamp is a large, stylized handwritten signature in black ink.