

August 23, 2021

Letter of Recommendation

To Whom It May Concern:

I am writing to recommend Ms. Chloe Wheeler for a position within your organization.

I have known Chloe for several years and have had the opportunity to observe her in both social and professional environments.

Chloe has shown that she is an extremely versatile talent. She is as capable of being a team member and carrying out any work assigned while also having the ability to lead that team and producing the desired results should that be necessary. Her communication skills, both written and verbal, are outstanding and this allows her to convey situations, status, or ideas in ways that will be as easily understood by senior management, her technical co-workers, or lay people.

Personally, as well as professionally, she is an honest, compassionate, and caring person. She will always put the needs of her family, friends, and employers ahead of her own ambitions. Chloe will always put all of her enthusiasm and effort into an assigned task and see that task through to completion.

Chloe will be a tremendous asset to your organization and I recommend her for any position of responsibility without reservation. If you have any questions, please do not hesitate to contact me at 256-417-3176 or email at [cbowden@industechology.com](mailto:cbowden@industechology.com)

Sincerely,



C.E. Bowden, PhD, PMP  
Chief Operating Officer