Nicole Vancoille

Financial Centre Administrator/Recruitment

Sun Life Financial

1 Commissioners Rd E, Unit 101

London ON

N6C 5ZE

Dear Mrs. Vancoille,

I’m very pleased to recommend Jonathan Swain for the position of financial analyst for Sun Financial Life. As a former co-worker of Jonathan, I’ve worked alongside Jonathan for 3 years. He was one who trained me in the position of Night Shift Auditor and Front Desk Agent but he’s also a personal friend of mine. Jonathan’s skills, loyalty, and leadership qualities would make him a great addition to your company.

Jonathan has worked for The London Wellington Hotel for over 8 years (When I worked there, the hotel was called Super 8), and he was responsible for all of the Hotel’s financial reports in relation to Revenue, HST, Financial forecasting, payroll, and was one of the employees that would deal with guest disputes and online customer complaints.

As I stated earlier, Jonathan was the one who trained me in the summer of 2013 and helped guide me in the performance of my duties for 3 years and his leadership and understanding that mistakes will happen in the workplace was essential for working in a high stressed work environment.

Jonathan also was a reference for my last 2 jobs and when my latest employers called him for a referral back in August, I got a call back on the same day and got the job at the Best Western Lamplighter Inn as a Front Desk Agent.

Jonathan has my highest recommendation for the position of financial analyst and look forward to see how well both Jonathan and your company will do with Jonathan as a member of your team. Please feel free to contact me for any further information. Thank you very much for your time.

Sincerely,

Leah Charette

Front Desk Agent

Best Western Lamplighter Inn

P: (519)-702-4902