



Blue Heron Books
62 Brock Street West
Uxbridge, Ontario
L9P 1N1
January 20, 2016

Dear Sir/Madam,

It is my absolute pleasure to write this letter of recommendation for Scarlett Minshull. In my position at Blue Heron Books, I have had the opportunity to work closely with Scarlett over the past few months.

Although Scarlett has only been with the company for a short time, she has already proven herself to be a valuable member of our team. She has demonstrated exceptional customer service and the ability to adapt quickly to an often busy, fast-paced retail environment. Her enthusiastic attitude and willingness to learn make her a pleasure to work with.

Scarlett's responsibilities at Blue Heron Books include the general operations of the store, making sales and processing payments, aiding customers and receiving new books and merchandise. Scarlett effectively handles the opening and closing procedures of the store and often works independently without supervision.

Overall, Scarlett is a conscientious, kind and hard-working individual. She has shown me that she is a mature and reliable employee and I can say without hesitation that she would be an asset to your team.

Sincerely,

Maggie Finlayson

Operations Manager
Blue Heron Books & Studio

62 Brock Street West
Uxbridge, Ontario L9P 1N1

[905-852-4282](tel:905-852-4282) P

[905-852-6522](tel:905-852-6522) F

For on-line ordering www.blueheronbooks.com