



July 25, 2016

To: Hiring Manager

Subject: Letter of Recommendation – Nancy Ramirez

I highly recommend Nancy Ramirez for employment. I have had the pleasure of working alongside Nancy at the Hilton Indianapolis Hotels & Suites from April 2007 to October 2009 in the Guest Services department, where she supervised front-desk agents, PBX operators, and Bellman staff.

Even in those early days, it was evident to me that she was very passionate about leadership and customer service, with a natural ability to engage and motivate others. Nancy's initiative and hard work lead her to big accomplishments from employee of the month to promotions. In addition to her excellent communication skills, she was dependable, ethical, and a natural leader that didn't hesitate to assume responsibility and leadership roles.

I am confident she would make an invaluable contribution to your overall team and company. If you have any further questions please do not hesitate to contact me at 317-972-0600.

**Kevin Sexton**

Valet Supervisor

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